BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND

AIR FORCE MATERIEL COMMAND
INSTRUCTION 21-149

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Maintenance

CONTRACT DEPOT MAINTENANCE (CDM) PROGRAM

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This instruction implements AFPD 21-1, *Air and Space Maintenance.* This directive further describes policies and operating procedures, and assigns responsibilities for the Contract Depot Maintenance (CDM) Program at all Air Force Materiel Command (AFMC) field units and organizations within the Air Force Global Logistics Support Center (AFGLSC). The directive does not apply to the 88 Air Base Wing (ABW), Aerospace Maintenance and Regeneration Group (AMARG), 74 Medical Group, Labs, and Product Centers, US Air Force Reserve or Air National Guard units and members. This instruction captures the transition of CDM from the Air Force Working Capital Fund (AFWCF) to the use of Operation & Maintenance (O&M) and Materiel Support Division (MSD) direct cite funding. This instruction removes the need for Customer Order Acceptance Lists (COAL) and the removal of references to Contractor Acquired Property (CAP) which is no longer authorized as a material option in the CDM Program. This instruction also removes the need for Buyer/Seller relationships as they pertain to the CDM Direct Cite business process but does not limit ALC Combat Sustainment Wing/Aircraft Sustainment Wings (CSW/ASW) or AFGLSC organizations from continuing to use the designation in their day to day business operations. AFMCI 21-113, *Depot Maintenance Activity Group (DMAG),* is the antecedent for this instruction. Unless otherwise specified in the body of this directive, requests to deviate from compliance of the policies set forth in this instruction should be sent via memorandum to HQ AFMC/A4, 4375 Chidlaw Rd, Room A135, Wright-Patterson AFB OH 45433-5006. The memorandum must be signed by the ASW or Supply Chain Management Wing (SCMW) commander/director and will outline the reasons why the unit cannot comply with the existing policy. Supporting documentation to substantiate the request should be attached to the memorandum. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363,

Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS) at Air Force (AF) Portal: **https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm**.

Chapter 1

INTRODUCTION

1.1. Purpose.

1.1.1. This instruction presents the policies and procedures used in planning and administering depot level contract maintenance programs for the following organizations:

1.1.1.1. Sustainment Wings, Groups, and Squadrons.

1.1.1.2. Supply Chain Management Wings (SCMW), Groups, Squadrons.

1.1.1.3. Defense Information Systems Office (DISO).

1.1.1.4. Air Base Wing/Logistics.

1.1.1.5. Small Business.

1.1.1.6. Staff Judge Advocate.

1.1.1.7. Contracting Directorate/Competition Advocate.

1.1.1.8. Financial Management and Comptroller.

1.1.1.9. Defense Financial Accounting Services (DFAS).

1.1.1.10. Safety Office.

1.1.1.11. AFMC Commodity Councils.

1.1.1.12. Program Group (Systems Program Manager (SPM)/Product Group Manager (PGM)).

1.1.2. These procedures give guidance to obtain and manage contract coverage for depot level maintenance requirements, within budgetary allocations, and in preparing the documentation necessary for contracting and adequate material support. This guidance helps in selecting responsible contractors and providing adequate AFMC pre-award/post-award support to the contractor selected. When only an overview of functional element responsibilities is given, indicated references will provide detailed responsibilities.

1.2. Responsibility for Contract Performance. Maintenance placed on a contract imposes responsibilities on the Program Group (SPM/PGM) at the Air Logistics Center (ALC) and Contract Administration Office (CAO) as well as the repair contractor. Failure of the Program Group (SPM/PGM) or the CAO to fulfill their obligations according to the repair contract could cause the contractor to fail in meeting maintenance production commitments, resulting in claims for price and delivery adjustments. Failure of the contractor to produce according to contract terms, places increased demands on the CAO, the ALC, and AFMC. These demands on the Program Group (SPM/PGM) may take the form of increased support assistance to the contractors in resolving maintenance production problems, or arranging alternate sources of maintenance production to fulfill repair requirements to meet commitments to the funding customer. The ALC cannot place, on contract, its inherently governmental functions as defined in Circular A-76, *Office of Management and Budget (OMB), Performance of Commercial Activities.*

1.3. Complexity of the Contract Depot Maintenance Program. It is necessary to recognize the complexity of a Contract Depot Maintenance (CDM) Program. Requirements, production, and technical functions within the SCMS/ALC Sustainment Wings, Groups, and Squadrons are involved as are other ALC staff offices. The contracting office within each ALC directorate is the buying activity for the CDM Program, while Defense Contract Management Agency (DCMA) is responsible for certain post-award activities. Federal Acquisition Regulation (FAR) Part 42, *Contract Administration and Audit Services*, as well as AFI 63-124, *Performance Based Services Acquisitions (PBSA),* guidance is followed as it pertains to specific Contracting Officer (CO) functions. All organizations and individuals concerned must be aware of the necessity to establish and maintain an integrated, highly coordinated CDM Program to ensure success.

1.4. Planning for the Contract Depot Maintenance Program. Careful planning, attention to detail and timely preparation are all essential elements of the CDM Program. Each organization must fulfill its individual planning and preparation functions as an integral part of the overall effort. When the planning actions are sufficiently advanced, a meeting of the organizations involved is scheduled (ref. Chapter 5) to examine in detail the planning Purchase Request (PR) package. The members of this forum are referred to as the Contract Repair Team (CRT). The CRT is responsible for planning the acquisition and remains responsible for assessing contractor performance and managing requirements over the life of the contract. The CRT ensures the PR is adequate and establishes a coordinated position before the PR package is completed for submission to the applicable contracting office. Formation of a CRT is required for all new contracts and highly recommended for recurring contract delivery orders.

1.4.1. All personnel involved in the planning, development and acquisition of applicable programs must comply with the requirements in FAR and other directives concerning disclosure of acquisition information. The disclosure of any information, which could prejudice competition among prospective contractors, or the negotiation position of the government is prohibited. The release of information to any contractor or sub-contractor with known foreign involvement without review and approval by the Foreign Disclosure Policy Office (FDPO) is prohibited (see **para 1.7.5**.).

1.4.2. For purposes of this instruction, the term CRT will be considered synonymous with the term Multi-Functional team as identified in AFI 63-124. The goal of the PBSA is to design mission support strategies that obtain higher levels of contractor performance, foster synergistic partnerships, accommodate changing or unforeseen mission needs, and leverage commercial best practices. These support strategies align mission performance needs with performance-based work statements and acquisition approaches designed to deliver the desired mission support results. This is to ensure adequacy and to establish a coordinated position of all concerned activities before the PR package is completed for submission to the contracting office of the SCMS/ALC Sustainment Wings, Groups, and/or Squadrons.

1.5. Contract Depot Maintenance Direct Cite Funding.

1.5.1. Customer Depot Maintenance direct cite funds will only be utilized to finance the cost of depot level maintenance.

1.5.2. Depot level maintenance includes:

1.5.2.1. Overhaul, conversion, maintenance, modernization, modernization-conversions, interim re-work, modification installation, and repair of aircraft (i.e., Periodic Depot

Maintenance (PDM), Analytical Condition Inspection (ACI), etc.), missiles, drones, engines, engines accessories, Communications-Electronics (C-E) equipment, SE, Other Major End Items (OMEI), and reparable components. Also includes embedded software modification, update, revision and any manufacture of parts and assemblies required to support the above-mentioned items (ref. Department of Defense (DoD) 7000.14-R, *Financial Management Regulation*).

1.5.3. The CDM Program will not use the customer's depot maintenance funds for other than support of depot repair activities to include:

1.5.3.1. Acquisition of sustaining engineering tasks executed by the Single Manager's (SM) O&M functions.

1.5.3.2. Acquisition or preparation of technical data, i.e., Acceptance Test Procedures (ATP), engineering reports, etc., directly executed by the SM O&M function. Software upgrade technical data and AFTO Form 349, *Maintenance Data Collection Record*, are accepted as a product of the repair process.

1.5.3.3. Also includes services rendered by communications units/agencies, technical assistance, local (intermediate) maintenance assistance provided to a requesting base or Air Force activity, area support, base support, local manufacturer and acquisition of facilities.

1.5.4. Direct Cite Funding:

1.5.4.1. The CDM program is funded by direct citation of customer funds. Direct cite order funding documents are to be accepted and processed by the Production Management Specialist (PMS). The PMS/Materiel Manager (MM) will prepare a funding document to identify the workload requirement to be placed on order/contract. Contractual funding documents (Contractor Assistance Team (CAT) II, Military Interdepartmental Purchase Requests (MIPRs), AF Form 616, *Fund Cite Authorization*, etc.) will not be processed through the organization holding funding authority until customer funding is available. PRs prepared before funds are available may be processed as an "initiate only" document (ref. AFMCI 23-102, *Purchase Request/Military Interdepartmental Purchase Request (PR/MIPR) Operations*, for guidance on the preparation of PR and Cat II MIPRs).

1.5.4.2. CDM funding for Depot Purchase Equipment Maintenance (DPEM) or MSD work is in current year customer dollars. Funding for actual requirements managed and controlled under the CDM program is dependent on the obligation of customer funds to include AF Form 406, *Miscellaneous Obligation Reimbursement Documentation (MORD),* for Government Furnished Materiel (GFM) when applicable (ref. **Chapter 3**).

1.5.4.2.1. GFM provided to the contractor must be controlled to make sure the contractor has sufficient material to meet production. A MORD will be used to fund the GFM cost portion of the Unit Repair Cost (URC) associated to a contract delivery order. The MORD funds ALL GFM for DPEM contracts and Budget Code (BC) 9 GFM for MSD contracts (ref. **Chapter 3**). The PMS will amend the MORD based on actual cost of expenses versus obligations, which may result in an increase or decrease. Sufficient MORD funding must be obligated in advance of the incurrence of expenses, in order to provide potential Anti-Deficiency Act (ADA) violations or

contractor work stoppage, should expenses exceed obligations. When applicable, appropriate actions to amend (increase/decrease) MORD funding must be accomplished prior to the expiration of customer funding.

1.6. Contracting Methods.

1.6.1. The Air Force must craft CDM contracts in a manner that: 1) links contract incentives to weapon system performance outcomes, cost, and schedule 2) provides flexibility to achieve trade-offs to weapon system performance and their associated costs when programmatic budget decisions must be implemented, and 3) sustains an appropriate incentive structure when productivity improvements (via LEAN, Six Sigma, etc., initiatives) reduce CDM costs. These types of flexible CDM contracts, incorporating Performance Based Logistics (PBL) principles, are critical to agile combat support programs.

1.6.2. When considering the best method for the contracting workload, it should be recognized that multi-year contracting reduces the effort and cost to acquire and manage contracts for repetitive requirements. Multi-year contracts are explained in FAR Part 17, *Special Contracting Methods*. Multi-year contracts fall within the authority of CDM and are based on "no obligation to the government" options. Logical candidates for multi-year contracts are those workloads that present stable demands and possess stable configuration. Examples are aircraft PDM, jet engines, vehicles, landing gear, and exchangeable commodities. Funding of severable service contracts generally may not cross fiscal years, and thus must be funded with dollars available for obligation on the date the contractor performs the services. Multi-year contracts usually provide that performance during the out years is contingent upon the appropriation of funds, and provides for cancellation of payments if such appropriations are not made. Statutory authority is contained in Title 10 United States Code, Section 2306(c), *Kinds of Contracts.*

1.6.2.1. Second and subsequent year requirements on multi-year contracts represent planned requirements to be ordered, subject to customer funds availability through congressional budget approval. Failure to provide notification to the Primary Contracting Officer (PCO) of the availability of funds to cover second and subsequent year requirements may result in contract cancellation action.

1.6.2.2. For MSD contracts only, carcasses may be shipped directly to the contractor having a multi-year contract before funding the subsequent year's increment. The contractor cannot begin work on the contract for second and subsequent years, respectively, until receiving official notification that customer funds are available. It must also be recognized that the contractor may incur costs associated with the care of government property (GFM, reparables, etc.). When the subsequent year's contract option is issued, the contractor will recover the cost under the provisions of the contract. If the contract option is not exercised, care and storage of Government Furnished Equipment (GFE)/GFM and reparables will be recovered if necessary as an itemized entry to, and recovered in the cancellation costs.

1.6.3. Emergency or urgent contracts such as "Not to Exceed (NTE)" type contracts or un-priced actions should only be used as a last resort. These Undefinitized Contract Actions (UCA) result in undefinitized prices, which require a contract modification once the actual cost, has been determined and negotiated. Every effort must be made to definitize contracts before the customer's funds expire. For example; excess funds on the contract will result in

loss of customer purchasing power for other mission requirements. If initial funding is inadequate, additional funds will need to be provided to continue the work on the contract.

1.6.3.1. Prior to the expiration of customers' funds, the best estimate for labor costs will be made and that estimate will become the price. If work is canceled/terminated, or quantities are reduced, the associated funds less the cancellation/termination charges must be returned to the customer, even if the customer's appropriation has expired. This policy places a significant risk on the customer when contracts are not definitized by the time customers' funds expire.

1.6.4. Title 10 U.S.C. 2410(a), *Contracts for periods crossing fiscal years; severable service contracts; leases of real or personal property,* permits DoD agencies to obligate funds current at the time of contract award to finance any severable service contract with a period of performance that does not exceed one year. This permits an agency to fund severable service contracts that cross fiscal years with funds current at the time of award.

1.6.5. The DPEM office implements funding policy and procedures for the ALC (DPEM) program. This organization; receives, controls, distributes, and provides oversight in the execution of DPEM funding. SCMS/Sustainment Wings, Groups, and/or Squadrons are notified of their level of funding for each command by Budget Activity Code, Program Element Code and Element of Expense Investment Code (EEIC). This office also acts as a liaison between the HQ AFMC Centralized Asset Management (CAM) office and SCMS/Sustainment Wings, Groups and/or Squadrons. CDM funds are received from CAM via the Operating Budget Authority Document (OBAD); MSD funds are received via the Annual Operating Budget (AOB) document.

1.6.6. Customer funded contract line item management is vested in the PR of the applicable SCMS/Sustainment Wings, Groups, and/or Squadrons. Complete PR packages for follow-on and new requirements type contracts are assembled by the PMS (ref. **Chapter 2**).

1.6.7. Managing URC and Contract Management.

1.6.7.1. The PMS acquires and retains all documentation necessary to establish and monitor (increase/decrease) the fully loaded Latest Repair Cost (LRC) (ref. AFMCMAN 23-1 para 34.9)/URC estimate to include the contract costs (labor/over and above for programmed/unprogrammed, Contract Furnished Materiel (CFM)), award fees, GFE/GFM costs, and other costs associated to the repair. The PMS will continue to monitor contract cost estimates to reflect actual cost, while the customer funds are still available for obligation. Before the customer funds expire, the PMS must finalize the fully loaded Latest Repair Cost (LRC)/URC associated cost estimates as closely as possible to the actual fully loaded Latest Repair Cost (LRC)/URC. This final fully loaded Latest Repair Cost (LRC)/URC estimate becomes the contractual price to the customer. Supporting documentation must contain correspondence, which justifies each cost increase/decrease, and be maintained in the PMS contract folder for the life of the contract. If work is cancelled, or quantities are reduced, the associated funds less cancellation/termination charges must be returned to the customer, even if the customer's appropriation has expired. MSD customers will be treated as annual year customers consistent with current AFMC and DoD pricing policies. If required, the PMS shall obtain additional funding from the customer for all valid cost increases.

1.6.7.2. While the PMS will properly file maintain the LRC/URC within CAV AF, the IMS/MM/PMS shall accomplish file maintenance using the MISTR (Management of Items Subject to Repair) Repair Data (MRPR) screen during the September Secondary Item Requirements System (SIRS) D200A comp cycle. NOTE: Within CAV AF, the contractor charges represent the fully loaded LRC/URC minus the associated GFM cost.

1.6.8. The initial contract period of performance (i.e., first 60 days) should be monitored closely to ensure repair assets are generated as required. If assets fail to generate for repair, and will not generate within the first 60 days (or for any 60 consecutive day period during the contract), it may be necessary to contractually reduce repair quantities and de-obligate dollars accordingly.

1.6.8.1. After the initial period of performance, the PMS should continue to review the status of asset generation for repair. In addition, the PMS should continue monitoring the contractor's performance during quarterly reviews to ensure asset repairs are IAW contract repair schedules.

1.6.8.2. A contract reconciliation review by the PMS should take place a minimum of 60 days before contract expiration. This review should focus attention on the ability of the government to supply reparable items and the ability of the contractor to receive and induct all reparable items within the period of performance of the contract/delivery order. The PMS must ensure the contractor receives all items for repair before the end of the contract/delivery order period of performance. As long as the contractor has inducted items for repair before the end of the contract/delivery order period of performance, the contractor has from the induction date plus the negotiated repair flow days to repair the item(s) and ship (or take appropriated condemnation action) to the appropriate Source of Supply (SOS).

1.7. The ALC has the following basic functions for CDM.

1.7.1. The CDM Program Office implements policy and procedures for the overall management of the CDM repair program. The CDM Program also accepts executed source of repair requirements from weapon system program offices, and participates as a member of the CRT.

1.7.2. Preparation of Solicitation. The solicitation is the basis for any resultant contract. Information developed at the initial CRT meeting is incorporated into the PR package and then used in preparing the solicitation. No changes are allowed without written notification to the CRT Lead, Program Manager (PM) or the Lead PMS/MM for the repair contract. All functional elements must ensure that the solicitation is complete, clear, and accurately reflects all known program requirements. A copy of each solicitation resulting from the PR will be provided by the PCO to the CRT Lead and the Lead PMS/MM at the time of release.

1.7.3. Pre-Award Surveys (PAS). Basic guidance on performance of PAS is provided in FAR Part 9, *Contractor Qualifications*. This reference should be reviewed before any Standard Form (SF) 1403, *Pre-award Survey of Prospective Contractor (General),* is released requesting a PAS. The CO determines if a PAS is required. The request for a PAS is the ultimate responsibility of the PCO. However, when aware of the need, the PMS/MM, will request in writing that the PAS be accomplished. When disagreements exist, they will be

elevated to the appropriate level (ref. **Attachment 5** for a Pre-award Survey format and checklist).

1.7.4. Post-award Support. All commitments by the government to the contractor must be fulfilled. This includes furnishing of government equipment, GFM, Agency Peculiar Property (APP), unserviceable end items, serviceable spares, and initial technical data on a timely basis. It also includes providing specialized training for contractor personnel (if stipulated by the contract) and CAO personnel, if applicable. It is the policy of AFMC to concentrate on selecting capable sources and providing adequate startup times. Post-Award Orientation Conferences (PAOC) with the contractor will be convened by the PCO or Administrative Contracting Officer (ACO), to ensure contractor understanding of contract obligations. A Post-Award Orientation Team (PAOT) may also be necessary to provide technical assistance or advice in the initial startup phase. Performance plans developed pre-award under AFI 63-124, normally should not include the center PMS or other center personnel as Quality Assurance Personnel (QAP) since repairs are usually performed at the contractor's facility. Limit contract performance standards to repair quality such as frequency of Product Quality Deficiency Reports (PQDRs), and ensure performance plans identify the appropriate DCMA POC/Office for quality oversight at the contractor facility. The CAO will maintain regular surveillance of contractor's performance to ensure satisfactory progress is made in meeting schedules and compliance with contract specifications. When appropriate and as problems occur, meetings should be held with the contractor's top-level management in attempts to resolve problems. "Cure Notices" and/or "Show Cause" letters can be issued by the CO. In those cases where procedures do not result in improved contractor actions, default termination may be recommended. In those cases, where procedures do not result in adequate contract performance and default action would not be in the best interest of the government, it may be necessary to evaluate the contract activity. This is to determine if the contractor can continue performance of the contract under a revised delivery schedule or permit the contractor to continue performance by other means satisfactory to the governments (FAR 49-402, *Termination of Fixed Price Contracts for Default Contracts*).

1.7.5. Foreign Disclosure Review. ALCs contemplating award of a contract or subcontract to a foreign contractor must first ascertain whether the complete spectrum of US government military information required for contract performance can be disclosed under the disclosure policies. All proposed disclosures to include Invitation for Bid (IFB), Request for Proposal (RFP), or award of a contract will not be made to foreign governments, their representatives, foreign contractors, or foreign nationals, including those holding foreign reciprocal clearances, until approved by the FDPO. Failure to meet this requirement could result in awarding contracts, which cannot be completely or adequately performed because of potential danger to the security of the US government, or could require costly termination. Commercial Asset Visibility Air Force (CAV AF) access for Foreign National (FN) contractors must be coordinated through HQ AFMC/A4. HQ AFMC/A4 will assume the responsibility to gain approval for FN access through HQ AFMC/CV (ref. AFI 33-202V1, *Network and Computer Security*).

1.7.6. Contract Closure. To ensure timely contract/delivery order closure, the PMS, upon receipt of the final data reports or notification by the contractor that the contract/delivery order is complete, will notify the contracting personnel to begin closing actions on that specific contract/delivery order. Contract closure responsibilities are team activities led by

the PMS and supported by Contracting (PK) and Financial Management (FM). The PMS is to ensure all URC costs and adjustments were finalized prior to the expiration of funds, all contractor reporting actions have occurred and disposition instruction actions completed.

1.7.7. Responsibility for Depot Maintenance Interservice Support Agreement (DMISA) Performance. A DMISA is an agreement constituting a contractual obligation whereby one service (the agent) accomplishes depot level maintenance work for another service (the principal). DMISA agents perform depot level maintenance on Air Force assets. PMS responsibilities connected with preparation and execution of DMISA is similar to those of a contract. However, instead of appendices, DMISAs use 17 exhibits to describe requirements and taskings. DMISAs will not be tracked in CAV AF. DMISAs will be file maintained in the system of record Interservice Material Accounting and Control System (IMACS).

1.7.8. Contract Repair Process (CRP). The Contract Repair guidance in Chapter 5 is primarily written for the PMS and to assist in meeting requirements of requisition reform for CDM (ref. Chapter 5).

1.7.9. The CAV AF Reporting System is the contractual reporting system for CDM repair requirements and GFM receipts/issues by the contractor unless otherwise specified within this regulation. The CAV AF system relates a Contract Line Item Number (CLIN)/Sub-CLIN to a nine-character alphanumeric number that identifies the item under repair. That number may be a Mission Design Series (MDS), Type, Model Series (TMS), or National Item Identification Number (NIIN). Accurate and timely data entry is critical to the validity of data in the system. Contracts are to be written to ensure timely reporting requirements and the need to use CAV AF for production tracking and GFM management. CAV AF functions as the property management/Materiel Control Activity (MCA). Contractors reporting production and GFM status will report IAW CDRL Data Item Description (DID) (DI-MGMT-81634B, *Commercial Asset Visibility Air Force (CAV AF)/Government Furnished Material Report*). A CAV AF Statement of Work (SOW) will be included within the Performance Work Statement (PWS) or Appendix A providing general objectives in the reporting of end item repair and GFM reporting. IAW DoD security policy, DoDI 8520.2, *Public Key Infrastructure (PKI) and Public Key (PK) Enabling*, contractor access to CAV AF will require PKI certifications. Certifications may be obtained by consulting the following web address **http://iase.disa.mil/pki/eca**.

1.7.9.1. The PMS must consider the daily interaction between CAV AF and D035, *AFMC Secondary Item Requirements System*, for National Stock Number (NSN) visibility and status at contractor facilities. This requires each NSN be properly recorded in CAV AF for accurate asset visibility within D035. To properly record NSN level data in CAV AF, each End Item NSN must be listed as a separate CLIN, Sub-CLIN, or Exhibit Line Item (ELIN). This includes NSNs, which are part of the End Item Interchangeability and Suitability (I&S) group. The PMS should consider these NSN reporting requirements and CLIN structure when preparing the PR package.

1.7.9.2. The PMS must consider the quarterly interaction between CAV AF and D200A, *Requirements System*, for contract and NSN level data. It is imperative to ensure accurate data feeds of production counts, condemnations, flow days, and cost for each NSN. The PMS must ensure the production and condemnation counts are not duplicated. Duplication may occur, when CAV AF reporting is required for NSNs with multiple

levels of repair (low, mid, high), Test, Teardown & Evaluation (TT&E), and Check & Test.

1.7.9.3. Production tracking and materiel control will be considered when preparing DD Form 1423, *Contract Data Requirement List (CDRL).* This ensures information reported by the contractor will meet all the needs of the ALC. Contracts must be written to ensure contractors understand and comply with the requirement to report production tracking and GFM management in CAV AF. In the rare exception that a contractor cannot be contractually obligated to report data in CAV AF, the reporting responsibilities fall to the ALC production community.

1.7.9.4. CAV AF is utilized to provide accurate NSN level data to internal asset tracking and requirements systems. It is the responsibility of the PMS to ensure accurate NSN status (condition code and quantity on hand) is maintained daily by repair contractors. In addition, it is the responsibility of the PMS to ensure accurate NSN level data for production counts and repair costs are maintained and for quarterly system interfaces from CAV AF IAW local guidance.

1.7.9.5. Interchangeability and Suitability (I&S). For CAV AF to transmit accurate end item asset visibility to D035 and production data D200A, the contractor must submit timely CAV AF transactions by the actual NSN of each asset. Thus, each end item NSN must be listed in CAV AF which requires a one-to-one relationship between CLIN and NSN. End items with I&S grouped NSNs must have a separate CAV AF reporting CLIN, Sub-CLIN, or ELIN for each NSN. A separate CAV AF reporting exhibit may be required to properly identify and associate each CLIN, sub-CLIN, or ELIN to an NSN.

1.7.9.6. Test, Teardown & Evaluation (TT&E). Items which require multiple repair actions such as TT&E or Check & Test along with actual repair may have multiple CLINs listed on the delivery order. However, listing each CLIN for these multiple repair actions in CAV AF may cause duplicate production counts to be inadvertently recorded for the same asset. Thus, the PMS should request the cost of TT&E or Check & Test be incorporated as part of the negotiated repair cost for the assembly requiring such an action within the PR package.

1.7.9.6.1. If TT&E and Check & Test CLINs are priced separately, they should have corresponding repair CLINs on the same contract delivery order. For contractor reporting purposes in CAV AF, only the repair CLIN will be loaded in CAV AF for each NSN. The contractor will be directed to receipt actual NSNs under the appropriate CLIN for the specific delivery order regardless of repair action. In this case CAV AF will be utilized for accurate asset visibility without duplication. It is the responsibility of the PMS to maintain actual repair cost to include cost of TT&E or Check & Test within CAV AF.

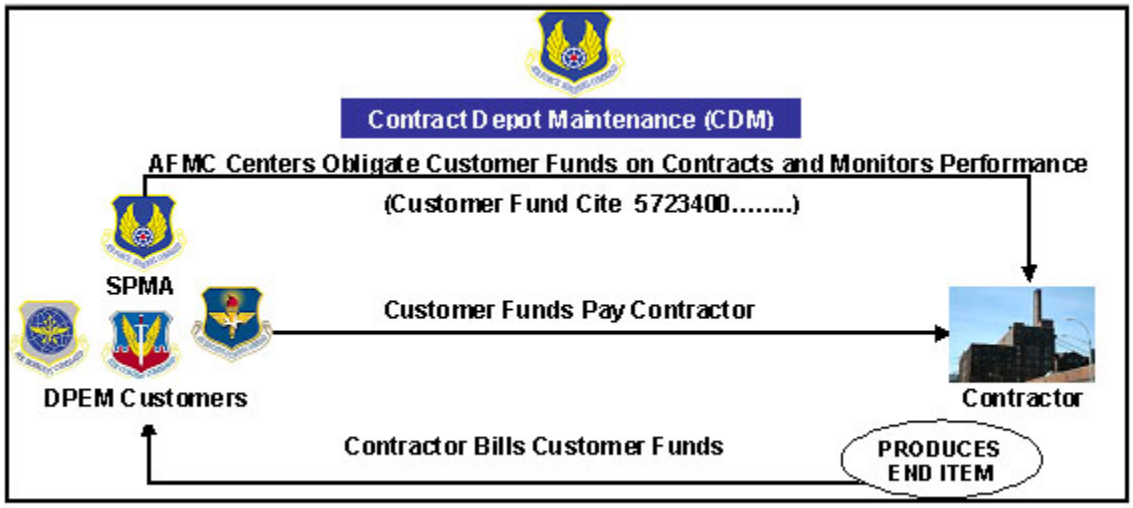
1.7.9.6.2. If TT&E or Check & Test CLINs are listed on a separate delivery order with no corresponding repair CLINs, they can be loaded into CAV AF for contractor reporting. It is the responsibility of the PMS to provide actual (adjusted to include repair, TT&E, and Check & Test costs) repair costs for each NSN to the appropriate MM and file maintain as necessary.

1.7.9.7. Low, Medium, & High Levels of Repair. It is the responsibility of the PMS to understand the purpose and process of multiple levels of repair to ensure accurate visibility and non-duplication of assets in the repair process. CLIN structure for CAV AF reporting must be considered when the PR package is submitted for award. Items which have multiple levels of repair priced separately can be loaded into CAV AF. Items priced separately and reported in CAV AF under different CLINs will be reported to D200A quarterly. D200A will average the cost of repair for each item.

1.7.9.8. When the components of the end item being repaired are also being repaired or manufactured in support of a contract, the CM will ensure a separate CLIN or repair contract has been awarded and recorded in CAV AF to accomplish the repairs.

1.7.10. Contractor Flow Days Documentation. The Contract Manager/PMS will identify the source of negotiated flow days for repair items agreed upon with the repair contractor. For example, negotiated flow days can be derived from historical record from previous contracts (for the same/similar item), industry standards, or organic depot records (for the same or similar item). Maintain the agreed upon flow days and source with the repair contract. Compare the negotiated repair flow days to the average CLIN/NIIN repair flow days quarterly to ensure items are repaired as agreed upon in the repair contract. Average CLIN/NIIN flow day data can be found in CAV AF for each item repaired via the Repair Turn Around Time (RTAT) reports or the CAV AF Weekly End Item report posted on the CDM Community of Practice (CoP). Document the quarterly flow day review in the contract folder.

Figure 1.1. Contract Depot Maintenance Concept of Operations.



Chapter 2

PREPARATION FOR CONTRACT DEPOT LEVEL MAINTENANCE

2.1. Purpose.

2.1.1. This chapter covers those actions required primarily within the ALC SCMS/Sustainment Wings, Groups, and Squadrons leading up to the CRT meeting. Careful preparation during this planning phase can prevent or minimize problems in later stages of the contract process. The SPM conducts the annual system reviews of Air Force maintenance requirements and programs (exchangeable requirements are governed by AFMCI 23-105, *Consumable Item Requirements Determination*). System reviews are normally required for aircraft and engine programs. The SPM should be involved in all depot maintenance business planning processes and have proper representation at all planning functions. Application of this chapter to other programs is determined based on the dollar value of the program and complexity of the maintenance required.

2.2. Depot Maintenance Business Plan ((DMBP) Workloading).

2.2.1. Establishes a formal plan with specific strategies to ensure depot maintenance repair capability is balanced. DMBP decisions balance the command's peacetime and wartime workloads to provide the Air Force with worldwide peacetime readiness and wartime sustainability to support the combat forces. Any program that will generate depot maintenance workload must be processed through DMBP for review, recommendation, and Source of Repair (SOR) approval. The basic elements of the DMBP process are: Depot maintenance requirements determination, AFI 63-101, *Operations of Capabilities Based Acquisition System*, Capability determination, Analysis of balance between workload and capability, Development of the business plan and the Decision process.

2.2.2. Workload Conferences. Workload conferences are held for aircraft Modification (MOD)/PDM, aircraft engine, and C-E programs. Workload conferences for other programs may be held as necessary. The purpose of this conference is to plan, coordinate, and negotiate the depot level maintenance to be contracted. Organizational and intermediate level maintenance may be included through negotiation to the extent allowed by Technical Order (TO) 00-25-4, *Depot Maintenance of Aerospace Vehicles and Training Equipment.* Total agreement must be achieved by all agencies to ensure proper and complete performance requirements. Workload conferences should produce a workload agreement, which is complete, properly documented, and coordinated with each agency involved. The formal workload agreement provides the basis for inputs to those logistics reports which provide basic data to complete Appendix A (Work Specification), Appendix B (Supply Information), and Appendix C (Safety). A workload conference will be held when depot-level workloads require planning, coordination, or negotiations between the SPM, PMS, Item Management Specialist (IMS), Depot Level Contracting (D/PK), Technology Repair Centers (TRC), and using commands. The Production Management Office has primary responsibility for workload conference initiation and negotiations with using commands. This responsibility includes establishing the conference, preparing an agenda, and extending invitations to all activities involved. The conference will include the using leads, contracting activity, supporting service engineering organizations, the PM, Inventory Manager (IM) and the

servicing ABW Logistics Function. The type and extent of negotiations required for different workloads vary. The nature of the workload will determine which activities should be requested to send representatives to the conference. Representatives from base activities and various offices at the prime ALCs, such as quality control or safety, may be required to attend. Invitations should be extended 14 days before the scheduled conference (30 days prior for overseas). An agenda will accompany the invitation. The agenda will be developed following the standard format for workload agreements.

2.2.3. Negotiated requirements are input to the Maintenance Planning & Execution (MP&E) system, by program, subprogram, Repair Group Category (RGC), repair facility, etc.

2.2.4. SPM/PGM Requirements Determination Process. Requirements will be documented, coordinated, prioritized and published IAW the HQ AFMC/A4F Logistics Requirement Determination Process guide **http://www.e-publishing.af.mil/**.

2.3. Requirements Reform Process.

2.3.1. The Deputy Chief of Staff for Logistics, Installations and Mission Support, Headquarters U.S. Air Force, implemented the Expeditionary Logistics for the 21st Century transformation campaign that established a 10% cost reduction target to be met by FY11. One of the ways to achieve this cost reduction goal is to centralize management and execution of logistics sustainment funding. This concept is known as CAM. The Deputy Chief of Staff for Logistics, Installations and Mission Support, as the process owner, tasked the AFMC CAM Program Office to develop and manage this program using the following four main pillars: centralized sustainment funding, logistics requirements determination, PBL, and integrated wholesale supply and depot maintenance operations.

2.3.2. The logistics requirements determination pillar of the CAM Program documents the concepts to reform the requirements generation processes across eleven business areas. This Logistics Requirements Determination Process is simplified, integrated, standardized and repeatable, and allows for trade-offs (optimization) at the United States Air Force level vice at the Major Command (MAJCOM) level. The results of the logistics requirements determination process are validated and prioritized Air Force sustainment requirements.

2.3.3. Using the lead command concept IAW AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, the logistics requirements determination process identifies and prioritizes requirements needed to achieve weapon system availability/capability targets required by the warfighter. AFMC is lead command for requirements that are considered common (i.e. not tied to a specific weapon system).

2.3.3.1. These validated and prioritized Air Force sustainment requirements are used as an input to the consolidated AFMC Program Objective Memorandum (POM) and other processes embedded in the Air Force Planning, Programming, Budgeting and Execution (PPBE) being developed in the CAM Program Office.

2.4. Revolving Fund, Air Force Supply Management Activity Group (SMAG), MSD.

2.4.1. A MSD budget data call letter is issued by HQ AFMC/FMR in April or May with ALC input due by July. The ALC budget is the first point in the Program Budget Review (PBR) process where requirements are balanced with available funding. MSD sales projections are prepared by HQ AFMC/FMR after receipt of customer budget data. MSD

sales projections, which drive the PBR requirements, are based on historical data, anticipated program changes (i.e., flying hours), and customer input. Particular attention is paid to the largest MSD customers. It is essential that MSD sales are balanced with customer accounts since MSD can only sell to the same level the MSD customers are funded. The MSD PBR is prepared between July and September. The customer budgets projected MSD sales and financial management reports are used in formulating the PBR. The PBR is forwarded to SAF for review and revision before submittal to the Office of the Assistant Secretary of Defense (OASD). OASD official approval usually occurs in November. The PBR is then updated to include approved funding levels and becomes the President's Budget. Funding is allocated to the ALCs based on the budgets submitted the previous July.

2.5. Contract Repair Management System (CRMS).

2.5.1. The CRMS will provide the ALCs with a comprehensive process management tool. As a unified management tool for the ALCs, CRMS will provide supply chain personnel with management and visibility into the contract repair processes to view forecasted requirements and determine how they are being fulfilled.

2.5.2. CRMS has three primary functions:

2.5.2.1. CRMS may be used as an enhancement tool in determining repair requirements. It provides optimization of contract repair ordering, to include funds constraint management. CRMS computes the optimum repair order quantity in consideration of the Quarterly Demand Rate (QDR), Back Order (BO) (and BO levels), world-wide asset availability including reparable assets, carcass availability, funded/unproduced, EXPRESS Planning Module (EPM) and funding constraint.

2.5.2.2. CRMS provides various analysis capabilities designed to detect and notify contract management personnel of potential contract impacts, lead time in advance. Notifications include, but are not limited to, contract expiration, option year expiration, schedule delinquencies and inadequate schedules. The impact detection is designed to provide personnel adequate notification so action can be taken to avoid a lapse in contract coverage and ensure on-time delivery.

2.5.2.3. CRMS provides delivery schedule tracking capability to compute and track repair due-in "contract" delivery schedules. The contract due-in delivery schedule will receive data from Mechanization of Contract Administration Services (MOCAS) DD250/Wide Area Work Flow (WAWF) data to compute on time delivery performance. This information is essential to support the needs of the warfighter and provide the Supplier Relationship Management office the means of tracking contractor performance metrics.

2.6. Customer Funding.

2.6.1. The customer determines requirements and provides financial obligation and programming authority to order work through the CDM program.

2.6.1.1. Customer funds are committed for contractual work through the PR process.

2.6.1.2. If there is a change in contract scope that will impact the completion of the contract (additional requirements – increased cost or reducing the contractual requirements – reducing costs) then the customer must decide if it is in the best interest of

the government to modify the current contract or terminate the current contract/task (delivery) order and renegotiate a new contract/task (delivery) order. As requirements change due to changes in work specifications, unscheduled maintenance, etc., it may be necessary to add, change, or reprogram workloads.

2.6.2. CDM funds are received from each customer via the OBAD; MSD funds are received via the AOB document. The ALC Financial Management Office is responsible to load the customer funds into the financial systems. Validation of funds availability will be accomplished by the Materiel Sustainment Group DPEM office for O&M and the MSD Program Office by verifying that the funds are loaded in H069 (GAFS-R BQ).

2.6.3. CDM customer funds are obligated once the contract/task (delivery) order has been executed by the PCO.

2.6.4. When a customer's order is canceled or quantities are reduced, funds should not be returned until the contract modification has been accepted by the contractor, and termination/cancellation charges, if applicable, have been determined. Charges for costs due to total cancellation or reductions in quantities of previously negotiated workload are reasonable expenses which must be paid by the customer who negotiated, but then canceled the workload. The cancellation or quantity reduction should be processed prior to expiration of funds. However, the funds should be returned to the customer even if the customer's appropriation has expired.

2.6.5. If the customer requests work to be performed that is in addition to the work originally negotiated, additional funding must be obtained from the customer before the work is added to the contract.

2.6.6. The customer must approve additional funding for work that may be needed but was not negotiated and is discovered during the repair process. This approval and additional funding is required before authorizing the contractor to perform additional work.

2.6.7. Change in Scope. Changes in major work content or major work specifications that are made after the initial contract has been negotiated are valid reasons to renegotiate the price with the customer. Valid reasons for price renegotiation include: the repair process is altered due to engineering changes, customer driven requirements to improve the quality of a product, changes in the cost of material required due to the amount or different kinds of material, and changes in cost required by the contractor to implement the work specification. Existing contract modification procedures should be used and the customer must provide approval of the renegotiated contract price prior to finalization of the modification. The revised prices to the customer may only be used for workload accomplished after the price has been renegotiated with the contractor. Changes in major work content or work specifications which increase the cost must be funded by the customer with funds currently available for new obligations. Changes in major work content or work specifications which decrease the cost should result in price decreases to the customer. Funds availability due to price decreases must be returned to the customer, even if the customer's appropriation has expired.

2.6.8. Over and Above (O&A). The goal of the depot maintenance contract is to produce complete and usable end items, but there is usually work that cannot be specified in detail, commonly referred to as known unknowns. An O&A CLIN tasks the contractor to identify

needed repairs and recommend corrective action during the contract performance. The O&A CLIN is an estimate of the work which will be discovered during the course of repair process and necessary to satisfactorily complete the repair. The estimate is an 'engineered estimate' normally based on historical information. When there is no history, the information from the first articles will be used to revise the estimate. If the new estimate impacts schedule; the delivery schedules and funding profile may have to be adjusted. When O&A significantly exceeds the CLIN estimate (the number of hours used to establish the amount of O&A is a good baseline to use), it is outside the scope of the contract and will require a contract modification using current year funds. Since the O&A work is tied to an end item, there may be a need for multiple O&A CLINs in order to correctly associate the O&A work to the right end item.

2.6.8.1. O&A is not a blank check to cover all unexpected activities required to complete the contract. O&A should be a labor rate with a material and program management overhead. If direct material is needed, it is not an O&A line. O&A is especially susceptible to abuse. Reviews must be conducted and documented in the contract/delivery order folder to ensure the contractor is not charging work as O&A when its part of a defined maintenance action. The review will also be used to determine if a maintenance action becomes common and needs to be a defined maintenance action; the contract will be modified in this case to document the item on a separate CLIN (ref. DFARS Clause 252.217-7028).

2.6.8.2. The contractor will prepare a work request to identify the type of discrepancy disclosed, the specific location of the discrepancy, and the estimated labor hours/material required to correct the discrepancy. Data shall be sufficient to satisfy contract requirements and obtain the authorization of the CO to perform the proposed work. The PMS will be cognizant of the O&A scope of work and funding requirements. Authority for the scope of work will be made by the program office which has engineering authority. The PMS is not authorized to obligate funds designated for another end item to fund O&A work. To do so, could create an adverse impact on the total funding program by leaving shortfalls in customer funding. Furthermore, before awarding contract task (delivery) orders or contract modifications which contain an O&A CLIN, the PMS must receive approval for the funding of the dollar value of the O&A CLIN.

2.7. Requirement Coordination with Commodity Council and Contracting Activity.

2.7.1. The PMS will initiate the repair acquisition PR by interrogating the Commodity Council Database to determine if the NIINs being considered for repair currently exist on a Strategic Contract or are being considered for a future Strategic Contract already under development. The PR should be annotated in the Remarks Field that the NIINs were not found in the Commodity Council Database.

2.7.2. Prior to initiating a repair acquisition, the PMS will notify the commodity council, contracting activity and the competition advocate of the intention to place a new or large workload on contract. This notification will allow all activities to begin advance preparations for the contract. Using the CRT concept, the commodity council, contracting function, and the SCMS/Sustainment Wings, Groups, and Squadron production management function will jointly prepare for, award, and support the contract.

2.8. Purchase Request (PR) and Military Interdepartmental Purchase Request (MIPR).

2.8.1. The Lead PMS will prepare PRs for contract repair services or prepare a MIPR for maintenance accomplished by another DoD agency according to AFMCI 23-102. Effective December 2007, Spiral I of the PRPS/D203, *Purchase Request Process System*, was implemented for PRs, MIPRs, and Delivery Order Requests (DORs) processing. PRPS is being implemented in a spiral release approach and will be fully functional in December 2008. PRPS will be the mandatory repository for logistics historical information related to an item and its screenings, attachments, buy requirements, financial authorizations, certifications, and amendments. The goal of PRPS is to decrease the cycle time associated with future acquisitions. AFMCI 23-102 is currently being rewritten to include PRPS processes.

2.8.2. The PR or MIPR will be completed in order to detail the services ordered on the attachments. The PR or MIPR will reflect CDM funds and use the appropriate customer direct citation fund code for all O&M requested.

2.8.3. Where more than one contract is awarded from a single PR, the PMS will amend the PR and all appendices before adjusting the dollar value of labor allocated to each contract. All contract repair delivery orders will be tracked at the 17 digit level in CAV AF.

2.8.4. Each end item will be separately identified on the PR/MIPR so the contract can provide for line item identification, i.e., MOD and PDM will require separate CLINs. Each PR/MIPR and amendment should include a desired Scheduled in Quantity (SIQ). When there are changes to the SIQ or delivery schedule, the PMS will review for appropriate contractual actions. If the repair PR is to be managed in CAV AF, the PMS must ensure that each line item is applicable to a single Product Control Number (PCN). This is required for the CAV AF system to relate to a CLIN.

2.8.5. The PMS must ensure PRs are prepared for each order against an Indefinite Delivery Indefinite Quantity (IDIQ) order and are treated as a separate contract and maintained at the 17 digit level within CAV AF.

2.8.6. When a PR is prepared by a PMS to procure a Contract Field Team (CFT), refer to AFMCI 21-141, *Contract Field Team (CFT) Program*. CFT contract files will be manually maintained by the responsible PMS and not in CAV AF.

2.8.7. For National Security System (NSS) software, the submitted PR must have all required documentation, including the Engineering Assignment (EA). The PR must cite software “upgrade”, “modification” or “maintenance”. If an upgrade or modification, Research, Testing, Development and Evaluation (RTD&E) funds must be used; if maintenance, O&M type funds must be used. CAV AF will not be utilized for contract delivery order CLINs for software.

2.9. Accumulation and Review of Data for PR Package (New or Follow-on Requirements).

2.9.1. The CRT, with oversight/management from the PMS, has the ultimate responsibility for accumulating documentation for inclusion in the PR package. Refer to AFMCI 23-102 for specific information relating to the PR package.

2.9.2. The PMS will develop a Performance Work Statement (PWS) or Appendix A which provides instructions for accomplishing the work requirements of the weapon system or an end item under contract. It will include a complete list of all current TOs, Time Compliance

Technical Orders (TCTO), military specifications and standards, drawings, engineering data, and any other necessary technical data to include technical publications concerning cleaning, corrosion treatment, overhaul and maintenance, and other special work requirements. The PWS or Appendix A must address export control limitations and contain one of the following statements: "Foreign Disclosure Restrictions do apply." or "Foreign Disclosure Restrictions do not apply." The PWS or Appendix A is forwarded to responsible activities for review and comment prior to the CRT meeting. The PWS or Appendix A will be stored in D203 PRPS and will become part of the PR package.

2.9.2.1. The applicable Equipment Specialist (ES) and Engineer reviews Appendix A to ensure technical data requirements are included and are accurate.

2.9.2.2. The Purchasing Office will furnish specifications for inclusion with the solicitation when directed by FAR Part 10, *Market Research*. The solicitation should identify the responsible individual's name, title, location, office symbol and telephone number. Since competitive acquisition is preferred; timely evaluation and collection of acquisition data is essential. Normally, 60 days is allowed to obtain data for the technical data package but it may be necessary to expedite delivery to meet contract requirements. Failure to assemble an accurate and complete technical data package can hinder the development of a competitive acquisition program.

2.9.2.3. The applicable technical representative; engineer, engineer workload manager or ES can initiate or work a Quality Assurance/Inspection Requirements activity in D203 PRPS for quality assurance and make sure they are identified in the work specifications.

2.9.2.4. The Corrosion Control Office or Group Level Cognizant Engineering Authority (CEA) will determine the requirements for corrosion control and ensure they are identified in work specifications.

2.9.3. The PR Initiator must ensure Appendix B, *Supply Information*, is prepared IAW Chapter 3 of this instruction. The responsible ES will provide a list of authorized stock numbers required as GFM (i.e., Materiel Requirements Listing (MRL)/Purchase Request Support List (PRSL)). This document should be attached to the Appendix B activity. It should be specific in order to obtain required material and services in a manner most advantageous to the government.

2.9.4. Safety requirements will be included in Appendix C. The Safety Office will provide safety requirements tailored to the specific PR being reviewed and a listing of applicable publications. Upon completion of the Appendix A, the PMS will furnish a copy via a manual location change in D203 PRPS to the Safety Specialist which will contain the specific PR number and request Appendix C have the same file number. Note: All appendices pages must be annotated with the number in the foot notes of each page.

2.9.5. The preparation and development of the Data Item and a DD Form 1423 (CDRL) is IAW DoD 5010.12-M, *Procedures for the Acquisition and Management of Technical Data* and MIL-STD-963B, *Data Item Descriptions (DIDs*). DD Form 1423 is the standard format for identifying potential data requirements in a solicitation and deliverable data requirements in a contract, with the exception of those cases described in Defense Acquisition Management Policies and Procedures. The three CDRL options are DD Form 1423, DD Form 1423-1, *Contract Data Requirements List (1 Data Item)* and DD Form 1423-2,

Contract Data Requirements List (2 Data Items). The CDRL provides the delivery instructions for the technical data and instructions for eliminating unnecessary DID requirements. The CDRL, when made part of the solicitation, shall include every known and anticipated data requirement. A Data Item is the deliverable data that the contractor prepares to satisfy the Government's requirements. The DID is a document that defines the purpose of, intended use of, data content of, general format of, and preparation instructions for data requirements. Each DID for data to be purchased on a contract is listed on a CDRL.

2.9.5.1. Contract data call letters will be sent to all affected support activities. The data call letters should include enough information to allow the support activities to determine their data requirements and provide their DD Form 1423 inputs.

2.9.5.2. The Data Management Office (DMO) is responsible to consolidate the CDRL into the completed copy of the DD Form 1423. The DMO will be designated in writing by their program office flight chief and may be assigned for all or specifically identified DD Form 1423(s). Responsibilities are to include maintaining and keeping abreast with current revisions to applicable DID and their association with execution strategy of the CRT PR work package. The DMO/PMS will ensure CAV AF contractor reporting requirements are met.

2.9.6. The ES or Engineer will definitize ACI requirements and the exhibits necessary for peculiar engineering contractor support and contractor accomplishment of certain engineering tasks in support of the PDM. Peculiar engineering services (i.e., EEIC 583) must be listed as a separate CLIN and be funded with engineering service funds.

2.9.7. If work requirements are classified PM (Logistics Management Specialist) and ES can initiate, work and complete in D203 PRPS, Contract Security Classification Specification. The completed form must be coordinated and approved with the appropriate Industrial Security Specialist.

2.9.8. For contract performance accomplished outside the continental United States, the ES, Engineer or the PMS, will complete AFMC Form 191, *Foreign Disclosure Procurement Decision Worksheet*, and coordinate with the FDPO.

2.9.9. The ES or Engineer will initiate an AFMC Form 807, *Recommended Quality Assurance Provisions and Special Inspection Requirements*, to provide the Ozone Depleting Chemical/Ozone Depleting Substance (ODC/ODS) Certification. If a waiver is required, the appropriate waiver field will be checked and the waiver letter will be completed by the Engineer and will be forwarded to Air Staff for approval. Upon receipt of Air Staff approval, the letter will be forwarded with the PR package.

2.9.10. Include the following in the PR package if applicable to the requested workload (ref. AFMCI 23-102.

2.9.10.1. Length of required contract period.

2.9.10.2. A production schedule to meet Air Force requirements to be placed on contract. Requirements reflect a 12-month schedule of aircraft, engine and other maintenance for which the ALC is responsible and also provide a 12-month schedule of required equipment (firm or estimated). The production schedule is based on only one criterion such as number of flow days, specific calendar dates, or total aircraft per month. In no

case will the delivery schedule be stated as "based on receipt of GFM/GFE" or "based on parts supportability." The production schedule will allow a reasonable time for delivery of the first unit. A reasonable learning curve is applied for the buildup to peak production. In the absence of military necessity, sharp peaks and valleys in monthly output will not be scheduled.

2.9.10.3. The following must be considered when developing a comprehensive delivery schedule for competitive contracts:

2.9.10.3.1. Production from an incumbent contractor (including what is required as production overlap).

2.9.10.3.2. Estimated date of award to a new source allowing adequate time between contract award date and first production.

2.9.10.3.3. The need for phased aircraft/engine/commodities input after contract award or phased startup of new work (MODs/TCTOs) added to an in-progress contract when the work requires kits, tooling, test equipment, new skills or an increase in contractor manning. As a general rule, initial input for production to a new contractor, or new workload to an existing contractor, will not be scheduled for 90 days after contract award or from date of contract modification, nor scheduled for output sooner than 120 days after input. The intent is to allow the contractor sufficient time to gear up. Thereafter, delivery schedules will be in line with Air Force requirements.

2.9.10.4. Appendix B property provisions will be reviewed by the PR Initiator to ensure property is properly categorized, that proper contract provisions are included, and that facility items are excluded, except for those which project approval has been obtained. The contractor shall furnish all facilities except as outlined in FAR Part 45.302-1, *Authorizing the Use of and Rental of Government Property*. Specify if special consideration has been given to the identification of Industrial Plant Equipment (IPE), Units Under Test (UUT) sets, or Special Tooling (ST)/Special Test Equipment (STE) to be furnished to the contractor. In general, it is the policy of the DoD that only those items which are high cost, have only military application, and are not readily available from commercial sources, will be furnished by the government. No item of IPE, UUT, or ST/STE will be furnished to any contractor unless properly identified in Appendix B (ref. Chapter 3).

2.9.10.5. Justification and approval for other than full and open competition is addressed in FAR Part 6, *Competition Requirements*. FAR Part 6 prescribes policies and procedures to promote full and open competition in the acquisition process and to provide for full and open competition, full and open competition after exclusion of sources, other than full and open competition, and competition advocates. This part does not deal with the results of competition (e.g., adequate price competition), which are addressed in other parts (e.g., Part 15).

2.9.10.6. Defense priorities and allocations are addressed in FAR Part 11.6, *Describing Agency Needs – Priorities and Allocations,* and in AFI 63-602, *Defense Production Act Title 1–Defense Priorities and Allocations System.*

2.9.10.7. Requirement for Security. If the PR or any attachments are classified or work to be performed is classified. Attach DD Form 254, *Contract Security Classification Specification, Department of Defense*, to the PR.

2.9.10.8. The PMS will verify with the ES to determine if there is a requirement for a Value Engineering (VE) clause(s) and if there are active VE royalties. State the appropriate VE requirements with the PR package.

2.9.10.9. Demonstration of Responsibility Clause. This requirement was developed to deter marginal producers or sources with limited capability from expending their time and money to submit bids and proposals. Information furnished in response to this clause provides the CO additional factors to be evaluated during PAS. When source selection procedures are not used, it is recommended that the clause be used in areas where poorly qualified contractors have been a problem.

2.9.10.10. Initial Production Evaluation is addressed in AFMCI 23-102, PAS in FAR Part 9.106, *Pre-award Surveys* and FAR Part 42.500, *Post-award Orientation*.

2.9.10.11. In the Remarks Field of the PR, make the following statement: "required appendices are attached and the DD Form 1423, and all data (TOs, manuals and regulations, etc.,) referred to therein and required for contractor accomplishment of work requirements, are available for review by prospective bidders."

2.9.10.12. Provide justification for urgent packages, as necessary, IAW AFMCI 23-102.

2.9.10.13. Identify and include any physical security requirements for sensitive conventional arms, ammunition and explosives. Attach the information to the PR package.

2.9.10.14. The PR Initiator will annotate the PR as required by AFMCI 23-102, i.e., Potential "GFE," "Demilitarization – DMIL", or "Classified Items."

2.9.10.15. In the Remarks Field, the PR Initiator will annotate the acquisition plan number (FAR Part 7, *Acquisition Planning*).

2.9.10.16. If applicable, the Remarks Field should contain an appropriate statement for the Contractor Communications Network (CCN).

2.9.10.17. Surge in Contract Production Clause. Contractors performing repair activities must have provisions to meet contingency requirements by increasing production. Particular care should be taken when writing contracts for mission critical workload to allow responsive surge production by contractors. Once surge operations are implemented and high demand items are identified as contract items, the PMS will notify the contractor to implement their contract surge clause. The contracting office will execute the surge clause to meet the contingency requirements. If there is no surge clause, the CO will negotiate one into existing contracts or negotiate a new contract to meet surge requirements.

2.9.10.18. Incentive/Performance Contracts. Specific information related to incentive and performance based contracts can be found in FAR Part 16, *Types of Contracts*.

2.9.11. Any other appendices required will be prepared by the applicable PMS or appropriate CRT member.

2.9.12. Include requirement for Government-Industry Data Exchange Program (GIDEP) reporting.

2.10. Consolidate Data into Complete New or Follow-on PR Requirement Package.

2.10.1. The PR Initiator or designee will assemble the PR and its associated documents, called the PR package for new or follow-on requirements. The PR package will contain, as a minimum, the following:

2.10.2. A complete and accurate PR (AFMC Form 36, *Purchase Request*).

2.10.3. Current Appendices ("A," "B," "C," etc.) with each page having either the PR or file number annotated in the foot notes for continuity.

2.10.4. DD Form 1423.

2.10.4.1. Air Force policy on the acquisition of contractor prepared data is contained in DoDI 5000, *Defense Acquisition Guidebook.*

2.10.4.2. Only the data which is essential to the effective support of the Air Force mission or to the management of an Air Force program will be procured from a contractor.

2.10.4.3. The CDRL is an exhibit to a contract and is incorporated as a line item in the schedule (ref. DoD 5000.2). The CDRL lists all data requirements of the contract and is the only contractual authority for delivery of data. Personnel engaged in contract maintenance programs must be familiar with DoD 5000.2, so the essential data requirements are included in the maintenance contracts.

2.10.5. Justification and Approval (J&A) (if applicable). Technical and Requirements Specialists and Engineers are responsible for providing and certifying accurate, complete and necessary data.

2.10.6 Citing Transportation Funds. The appropriate transportation funds must be on the PR/MIPR or on the attached DD Form 1653, *Transportation Data for Solicitations*, when processed by contracting for inclusion in section G of the contract or modification. Transportation funds for each customer are:

2.10.6.1. Other components (Navy, Army, National Guard, etc.). The correct Transportation Account Code (TAC)/ Army Tank Automotive Command (ATAC) Center are identified on the original DMISA or the funding MIPR.

2.10.6.2. Foreign Military Sales (FMS) repair. The transportation funding is provided on the FMS case.

2.10.6.3. Air Force Repair. The TAC/ATAC is supplied by the Transportation office on the DD Form 1653.

2.11. Coordination Cycle for New or Follow-on PR Packages.

2.11.1. The PR is signed at appropriate organizational levels.

2.11.1.1. The PR Initiator will ensure that the CRT Lead reviews the PR package for compliance with CRT minutes and coordinates/signs the PR prior to organizational

signature level. The CRT Lead or designee must certify follow on PRs in support of a delivery order to ensure they are IAW CRT minutes for the basic contract.

2.11.1.2. The funded PR should be processed through the CO for funds certification. The PR/MIPR receives funds certification through the organization having the funding authority for the ALC. The applicable resource advisor coordinates on the PR package to certify that funds are available. The PR package is then forwarded to PR/MIPR control and then to ALC/FM for certification of funds. **Note:** Under D203, the PR coordination process will be accomplished in the system.

2.11.2. Upon receipt of the PR package, contracting will negotiate a contract to provide requested services. Approved customer funding may be required on some types of contracts before contract/delivery order award. Contracting will distribute contracts IAW local ALC policy.

2.11.3. Upon receipt of a signed copy of the contract or acceptance of the MIPR by another DoD agency, DFAS posts the obligation of funds in the H069 GAFS/BQ system.

2.11.4. Upon receipt of a signed copy of the contract or acceptance of the MIPR by another DoD or government agency, the PR Initiator provides the applicable repair record to the contract monitor. The contract monitor then inputs the delivery order into the CAV AF system.

2.11.5. Coordination and Certification Requirements for MIPRs Directed to Non-DoD Agencies. If an Interagency MIPR is being processed, FAR Part 17.5, *Special Contracting Methods – Interagency Acquisitions under the Economy Act,* requires the MIPR to document the decision to place an Economy Act order in an Economy Act Determination and Findings (D&F) (ref. FAR 17.503, *Special Contracting Methods – Determinations and Findings Requirements,* for formatting issues). The purpose of the D&F is to document the reason it is in the best interest of the Air Force to purchase supplies/services through a non-DoD agency. The D&F shall be approved at a level no lower than the SES/General Officer in the requesting activity's chain of command. The D&F approving official must be determined and documented at each ALC. MIPRs are normally governed by the Economy Act; therefore, at the end of the year the customer funds expire, unless there is another authority cited on the MIPR.

2.12. Minimum Acceptable Qualifications of a Contractor.

2.12.1. The minimum acceptable qualification that a contractor must possess in order to be eligible for award must be determined, whether the contract will be awarded through straight price competition or formal source selection procedures. This determination will be made by the PMS in coordination with contracting, ESS, Inventory Managers, SPMs, safety, and any other activities as required. This includes: adequate buildings, shop areas, manufacturing floor space, transportation facilities, runways, ramp parking area, engine test cells, secure storage (covered outside), volatile material, special tooling, fixtures, test equipment, training and experience of key management personnel, source and quantity of required labor, and any other areas essential to successful contractor performance. Specialized training, if any, required for contractor personnel will be identified under formal source selection procedures. A PAS may be accomplished to verify that the prospective contractor meets these minimum qualifications (ref. FAR Part 9, *Contractor Qualifications*). The minimum acceptance

qualifications may also be used by the contracting activity with the Demonstration of Responsibility Clause and by the PAS team in the event a PAS is required.

2.12.2. When engine overhaul contractors need to perform repair of engine parts designated critical, the RFP will list those critical engine parts as part of the overhaul work. The RFP will notify potential sources that, upon award of contract, they will be required to qualify themselves to perform such repair, or they will be required to subcontract all necessary qualification information. Identify in the contract the requirement for the contractor to perform an engine qualification test run (Aircraft Part MIL-E-5009) before production to verify their technical competence is performed satisfactorily. In view of the additional time that may be required by the contractor to secure qualification, enough time should be allowed in the contractor selection cycle to perform this task, and to adjust all affected schedules. The Demonstration of Responsibility Clause will require evidence that the contractor can repair the critical engine parts identified by the contracting activity upon being awarded the engine overhaul contract and that the contractor is qualified to repair the critical engine parts per AFMCI 21-112, *Repair of Aircraft Engine Critical Parts*, to include being qualified at no cost to the government.

Chapter 3

GOVERNMENT PROPERTY SUPPORT

3.1. Introduction.

3.1.1. **Policy.** The ALC CRT must ensure GFM is only authorized for Air Force managed items, i.e., those exchangeable end items where the Air Force is the sole source and Air Force Managed Consumable (BC 8) items. Contractors must be directed to order through the MCA (CAV AF) for GFM regardless where the item is managed. Non-Air Force managed consumable items (Expandability Recoverability Reparability Category (ERRC) Codes N and P) will be reflected in contract documents as CFM and contractors will be encouraged to order from the applicable government SOS, i.e., Defense Logistics Agency (DLA), General Service Administration (GSA), Navy, etc as the first source for the procurement of CFM. There is no need for contractors to order CFM through the AF MCA. Specific information for the DLA SOS items and the use of the DLA e-Mall can be found on the DLA website: **www.emall.dla.mil**. Deviation from this policy requires a HQ AFMC/A4D approved waiver (ref. Attachment 12) submitted by the ALC/CSW or appropriate AFGLSC SCMW. Note: MSD consumable AF SOS managed items may be offered as GFM as part of the terms of the contract and do not require a waiver.

3.1.2. **Purpose.** This chapter provides policy and procedures for property support for AFMC depot level maintenance contracts performed at contractor facilities. The provisions of this chapter apply to all AFMC CDM direct cite funded contracts. It identifies responsibilities within the applicable operating Sustainment Wings, Groups and Squadrons for ensuring contract supply support under the terms of the contract. Guidance is provided for preparing an Appendix B on AFMC maintenance contracts in the prescribed format (ref. Attachment 5).

3.1.3. **Scope.** This chapter provides instruction for the proper identification, acquisition, use, and disposition of government and contractor furnished property, materials and equipment. For purposes of this directive, government property is defined as property owned by, leased to, or acquired by the government under the terms of the contract. It includes Government Furnished Property (GFP) (materials and equipment), and ST/STE, APP. This directive further expands AFMC, ALC, and contractor responsibilities as they pertain to AFMAN 23-110, *USAF Supply Manual* and AFI 23-119, *Exchange, Sale, or Temporary Custody of Non-excess Personal Property*, in support of contract depot maintenance.

3.2. Explanation of Terms.

3.2.1. The FAR and Defense Federal Acquisition Regulation (DFAR) definitions apply to the following categories of property and will be incorporated in each Appendix B, *Explanation of Terms*, as determined applicable to the repair requirements on the contract:

3.2.1.1. Government Property – FAR 45.101. *Government Property – Definition,* All property owned or leased by the government.

3.2.1.2. Government Furnished Property (GFP) – FAR 45.101. Property in the possession of or directly acquired by the government and subsequently made available to the contractor for the performance of a contract.

3.2.1.3. Special Tooling (ST) –Jigs, dies, fixtures, molds, patterns, taps, gauges, other equipment and manufacturing aids, all components of these items, and replacement of these items, which are of such a specialized nature that without substantial modification or alteration; their use is limited to the development or production of particular supplies or parts thereof or to the performance of particular services. It does not include material, STE, facilities (except foundations and similar improvements necessary for installing ST), general or special machine tools or similar capital items.

3.2.1.4. Facilities – FAR 45.101. Facilities are identified as: property used for production, maintenance, research, development, or testing. It includes plant equipment and real property. It does not include material, STE, ST, or APP.

3.2.1.4.1. Plant Equipment –.Personal property of a capital nature (including equipment machine tools, test equipment furniture, vehicles and accessory and auxiliary items) used in the manufacturing of supplies, in performing services, or for any administrative or general plant purpose. It does not include ST/STE.

3.2.1.4.1.1. Industrial Plant Equipment (IPE) – DFARS 245.301, *Government Property, Definitions*. Plant equipment in federal stock group 34 with an acquisition cost of $15,000 or more used for cutting, abrading, grinding, shaping, forming, joining, heating, treating, or otherwise altering the physical properties of materials, components or end items entailed in manufacturing, maintenance, supply, processing, assembly, or research and development operations.

3.2.1.4.1.2. Other Plant Equipment (OPE) – DFARS 245.301. Plant equipment (regardless of dollar value) used in or in conjunction with the manufacturing of components or end items relative to maintenance, supply, processing, assembly or research and development operations. OPE excludes equipment categorized as IPE.

3.2.1.5. Special Test Equipment (STE) - .Single or multipurpose integrated test have been engineered, designated, fabricated, or modified to accomplish special purpose testing in the direct performance of contract maintenance. It consists of items or assemblies of equipment, including standard or general purpose items or components that are interconnected and interdependent so as to become a new functional entity for ST purposes. It does not include material, ST, facilities (except foundations and similar improvements necessary for installing special test equipment), and plant equipment items used for general plant testing purposes.

3.2.1.6. Government Furnished Materiel (GFM) - FAR Part 45.101. Property that may be consumed or expended during the performance of a contract, component parts of a higher assembly, or items that lose their individual identity through incorporation into an end-item. Material does not include ST and STE.

3.2.1.7. Agency-Peculiar Property (APP) - DFAR 245.301. Military property that includes end item and integral components of military weapons systems, along with the related peculiar support equipment which is not readily available as a commercial item. It excludes government material, ST and STE, and facilities.

3.2.2. For the purpose of AFMC Depot Maintenance Repair Contracts, the following expanded definitions are provided:

3.2.2.1. Government Furnished Materiel (GFM). Direct materiel provided to the repair contractor that may be incorporated into or attached to a deliverable end item or may be consumed or expended in performing a contract. It includes assemblies, components, raw parts, processed materials, small tools, and supplies that may be used in normal use in performing a contract.

3.2.2.2. Government Furnished Equipment (GFE). GFE includes ST, STE and APP, which, in turn, includes SE. Since different policies and requirements apply to each type, the ALC System Program Director (SPD) will categorize the equipment to be furnished or offered for loan into proper classifications. DoD or AFMC policies will be followed when GFE is provided to a contractor. A list of GFE to be furnished to the contractor will be made as a uniquely identified section or part of the Appendix B of the PR. An asset may only be loaned or leased to activities for the stated purposes, specified in AFMAN 23-110. The Accountable Officer, Prime Item Manager and the Loan Officer of the activity responsible for the accountability of the asset shall approve each loan or lease. If the request is made under the category of "in the best interest of the stock fund," the approval level is at HQ AFMC/FMA after coordination at the local level (ref. AFMAN 23-110).

3.2.2.2.1. IMS, PM, ES, Engineers, Logistics Officers, PMS, and COs are required to ensure loan/lease GFE is managed and processed properly. Current policy and procedure for loan/lease on non-excess personal property to government and non-government agencies is provided in the HQ AFMC/A4S memorandum, dated 14 May 07, subject; HQ AFMC Loan/Lease Interim Policy Procedures. The website for the loan/lease policy is: **https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/lgi-page/D035/loan_lease_control.html**. Policy for loan/lease of AFMC managed, stock-listed, non excess property is undergoing major revision and will be centralized in AFMAN 23-110.

3.2.2.2.2. Repair and maintenance of GFE (whether included or not included as a contractor overhead cost) is a factor in the fully loaded Latest Repair Cost (LRC)/URC/Unit Sales Price (USP). Replacement of GFE is a Sustainment Wing, Group, and/or Squadron's responsibility. If the GFE is a supply system item, then refer to AFMAN 23-110.

3.2.2.2.3. Prepare a separate listing of GFE in Appendix B. When ST/STE or other GFE is to be provided according to the above policy, include a statement to this effect in the PR and provide a schedule of items, by NSN and quantity, as part of the package. Delivery dates of GFE and production schedules established for the contractor must be consistent. GFE must be available for delivery to the contractor as scheduled and must be serviceable by scheduled delivery date. The appendix B should also state that the contractor is to repair and maintain GFE and include those costs as part of their overhead. The contractor shall provide a replacement schedule of GFE to the applicable program office. The program office will use the schedule to budget for replacement of GFE. GFE disposition instructions (i.e., return schedule) will also be included in Appendix B to ensure the equipment is properly accounted for and returned to the government at the end of the contract. GFE will not be managed in CAV AF and must be tracked by the PR Initiator to ensure accurate equipment accountability IAW **para 3.2.2.2.1**.

3.2.2.3. Facilities, when furnished by the government, will be provided under a facilities contract unless the cumulative total cost of facilities provided at any one contractor plant or location does not exceed $100,000. The contracting Buyer can provide assistance in determining the proper classification of property and in determining if a facilities contract is in existence or is required.

3.2.2.4. Contractor Furnished Materiel (CFM). CFM in most cases is consumable material to include bench stock, provided by the contractor as part of the maintenance service. Consumable material is incorporated into or attached to an end item to be delivered under the contract or may be consumed in the performance of a contract. CFM cost is included in the cost of repair. All DLA and General Support Division (GSD) items are managed using the GSD Working Capital Fund (WCF) concept and will be CFM. GSD consumable managed items will no longer be offered to contractors as GFM without a HQ AFMC/A4D approval waiver.

3.2.2.5. Appendix B. The property support portion of the contract provides procedures for obtaining GFP support, management control of assets, authorized material levels, material requisitioning instructions, and disposition of government property not consumed during contract accomplishment (ref. **Attachment 6**).

3.2.2.6. Hazardous Material (HAZMAT). Any used or unused property, including scrap and waste, that is ignitable, corrosive, reactive or toxic because of its quantity, concentration, or physical, chemical or infectious characteristics. The property can be in a solid, liquid, semi liquid or contained gas form and may cause or significantly contribute to an increase in mortality or serious illness, or pose a substantial threat or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

3.2.2.6.1. Hazardous Waste. Any used or unused hazardous material that has no known use, therefore, must be discarded. This includes hazardous material not otherwise disposed of through plant clearance that the contractor has been authorized, by the plant clearance officer, to dispose of as hazardous waste.

3.3. Government Furnished Materiel.

3.3.1. It is DoD policy that contractors should furnish all material required for the performance of government contracts. However, the government can furnish material to a contractor when it is determined to be in the best interest of the government due to economy, standardization, the expediting of production, or other appropriate circumstances. All BC 9 (GSD) consumable items should be CFM and will not be authorized as GFM without an approved waiver from HQ AFMC/A4D. All BC 8 (MSD) consumables can be authorized as GFM and do not require a HQ AMFC/A4D waiver. GFM should not be utilized if the repair/overhaul contractor is an Original Equipment Manufacturer (OEM) and manufactures the potential GFM piece parts of the end items to be repaired/overhauled. Use of GFM in this situation will cause the CDM program to pay for unnecessary DLA surcharges on GFM piece parts that the end-item repair/overhaul contractor manufacturers and supplies to DLA. The decision to use GFM can only be made if the required material is available in the supply system. The Appendix B Attachment 3, GFM listing will only be utilized to documented Air Force managed assets in support of the repair requirements. All consumable GFM authorized by an approved HQ AFMC/A4D waiver will be documented with contract/delivery order

data to identify which contract delivery order it is in support of, including all assets by NSN, quantity, nomenclature, SOS, ERRC, BC, unit price and extended value. Waivers are associated to annual "bona fide need" repair requirements, are limited to fiscal year submissions for approval and are dependent on a justification that must include a transition plan to CFM (ref. Attachment 12). Other applicable reasons for use of GFM are as follows:

3.3.1.1. Economy. If the government has material available in the supply system, that material, can be authorized as GFM instead of paying the contractor to purchase the material as CFM.

3.3.1.2. Expediting of Production. GFM may be used to meet a surge requirement if it can be immediately obtained from the supply system. Any additional GFM must be captured in a modification to the original contract/task (delivery) order Appendix B. Since CAV AF is the MCA, the Table of Allowance (TOA) in CAV AF must reflect GFM quantities authorized or be adjusted (if necessary) for any additional GFM for the contract/task (delivery) order.

3.3.1.3. Standardization. Use of GFM, may be authorized to maintain configuration control of items being repaired when requested by the ES or Engineer.

3.3.1.4. Other Appropriate Circumstances. The following unique examples are not representative of normal day-to-day business. Other circumstances include, but not limited to, the government is the sole source for the material, the material is classified, etc. The PCO should provide this documentation in the contract file. It is imperative that the determination be made that no other sources are qualified to bid prior to allowing GFM.

3.3.1.5. The decision to authorize GFM is to be made by the CRT and based on the material recommendation (Full Range Listing (FRL)/MRL/PRSL and ST/STE list) provided by the ES and the availability of material.

3.3.1.6. The PR will include proper justification for authorizing GFM to a contractor. This justification will be retained in the new or follow-on PR package. If a case where GFM may be available but not necessarily required, the solicitation should request bids with or without GFM. Note: If the GFM item(s) is a modification kit, Life-of-Type item or an excess item, the justification will be coordinated with the ES.

3.3.1.7. Materials authorized as GFM will be identified by NSN, Materiel Management Aggregation Code (MMAC), nomenclature, quantity, SOS, ERRC Codes, Unit Price, and extended value (with a total GFM listing value) in an attachment to the contract Appendix B and included in the PR package.

3.3.1.8. If the contractor has GFM from a previous contract/delivery order, at the same facility and this material will also be required for a follow-on contract/delivery order, the GFM authorizations must still be captured in CAV AF on the new contract. If the authorization for this or any other material has not been added to the CAV AF GFM ToA, the contractor will not be able to requisition or receipt the material on the new contract. When material is required to be transferred from one contract/delivery order to another, the PCO will issue contractual modifications for the "from" and "to" contracts based on PR instructions and Appendix B authorization. This will contractually authorize and approve the transfer of GFM from one contract/delivery order to another. No

physical movement of approved material transitioning between contracts/delivery orders is required.

3.3.1.9. CDMAG Exchangeable GFM Credit Turn-In procedures provides guidance for transitioning BC 8, MSD, ERRC Codes Designator XD_, ERRC Codes C and T material located in a contractor's bond room facility from a CDMAG contract to a direct customer funded contract managed in the CAV AF system. The "paper movement" is necessary because CDMAG has already paid for the GFM to support CDMAG contracts (ref. Attachment 10).

3.3.1.9.1. The G009 inventory balance must be verified, cleared from the G009 contract balance, returned to the Air Force MSD for credit, and then issued to a managed contract in the CAV AF system. This must be accomplished with no physical movement of the material, but does appropriately place the inventory into Air Force owned MSD supply accounts.

3.3.1.10. BC 8, MSD Consumables:

3.3.1.10.1. ALC Production Management community will coordinate with the contractor to reconcile physical inventory and G009 inventory balances.

3.3.1.10.2. ALC Production Management community will contact the Item Manager; if the item is in a buy condition, the credit turn-in steps should be followed. Consumable MSD GFM has been paid for by the CDMAG fund. When turning in unused consumables to supply, credit is authorized when the Credit Indicator (CI) is an A. The CI is controlled by the IMS and continuously changes based on asset position. When transitioning GFM to a direct customer funded contract managed in CAV AF, the steps necessary to maximize the credit to CDMAG must be followed (ref. **Attachment 11**).

3.3.1.10.3. If not in a buy position, the ALC Production Management community will process an H transaction in G009 to remove the item from inventory, as well as an inventory adjustment (D8A) in CAV AF to pick up accountability against the new contract. Cost accounting will need supporting documentation (G009 product or email providing dollar amount) to support expensing this "return to supply" action to "non-creditable returns".

3.3.1.10.4. If the BC 8, MSD consumable material will be issued to a DPEM higher level assembly, a MORD must be processed to reimburse MSD.

3.3.1.11. BC 9, GSD Consumables:

3.3.1.11.1. ALC Production Management community will coordinate with the contractor to reconcile physical inventory and G009 inventory balances.

3.3.1.11.2. Since credit is not authorized for GSD items, the ALC Production Management community will process an H transaction in G009 to remove the item from inventory, as well as an inventory adjustment (D8A) in CAV AF to pick up accountability against the new contract. Cost accounting will need supporting documentation (G009 product or email providing dollar amount) to support expensing this "return to supply" action to "non-creditable returns". Note: a HQ AFMC/A4D waiver is required to authorize GSD (BC 9) items as GFM on a new contract.

3.3.1.11.3. A MORD will be required by the DPEM or MSD customer to reimburse the GSD stock fund.

3.3.1.12. The PMS has the responsibility of establishing an accurate contractual GFM authorization listing for contractor requisitioning. The CAV AF Contract Manager (CM) will take action to establish the CAV AF table of allowances by NSN and authorized quantities, IAW the Appendix B. In order to transfer material from a G009 to a CAV AF managed contract, the PMS must notify the contractor of the transfer and request a physical inventory reconciliation of G009 inventory balances. The PMS will also contact the DCMA ACO and the Property Administrator (PA) requesting assistance with the physical inventory of the GFM material identified for transfer. The PMS and ES will validate the request and GFM listing based on "bona fide need" repair requirements. Once the inventory validation is received, the PMS will coordinate efforts between the CDM office and the contractor for proper processing and sequencing of transactions. The CDM office's primary objective is to provide a credit turn-in process to credit the WCF, while systemically providing auditable GFM tracking within all applicable data systems. The CDM office will also adjust G009 inventory quantities, if required. Based on the PMS and ES approved/authorized listing of material to be transferred, the gaining CAV AF contract's Appendix B must be contractually modified to include the transferred material. Disposition instructions will be provided for those assets which will not be transferred.

3.3.1.13. The contractor will provide and finance all CFM not specifically authorized in the Appendix B. In emergency situations, material that is not readily accessible in the marketplace or because of lead-time considerations may be provided by the government as GFM on a case by case basis. The PMS will be required to ensure funds availability is documented via the MORD process. The PMS will also make any GFM adjustments in Appendix B and acquire a GFM waiver, if applicable.

3.3.1.14. ST/STE is not identified on the Application Program Indenture (API) or MRL, but are determined necessary as GFP at the time of PR preparation. During the preparation of the new or follow-on PR package, the ES will develop the equipment requirement for attachment to the Appendix B. When government furnished ST/STE is lost or condemned, the contractor will notify the PCO who will notify the PMS and will report it to the LCO at the ALC which issued the ST/STE.

3.3.1.15. Initial GFM Support. The initial stock levels of GFM support will be computed IAW the stock level computation procedures contained in Appendix B, Attachment 3 with the exception that the pipeline time portion of the stock level will be excluded. The contractor will requisition initial GFM and reorder points will be adjusted accordingly. Appendix B should be tailored to reflect each contract requirement. To achieve and maintain a well-balanced stock position, the timely submission of stock replenishment requisitions is essential. Appendix B will instruct contractors of the need for initiating timely replenishment whenever reorder points are reached. Continued emphasis on timely stock replenishment based on established reorder points will minimize the necessity for priority requisitioning.

3.4. Instructions for Preparation of Appendix B.

3.4.1. Purpose. The following information is applicable to GFM and the loan of ST/STE. The PMS must ensure the Appendix B is complete and tailored specifically to each contract. In order to maintain standardization, the PMS should follow the format found in Attachment 6 to this instruction except where loan/lease of AFMC-managed, stock listed items are concerned; the preparing office will use policy/procedures found in AFMAN 23-110. Peculiar aspects of a contract may require specific modification of the basic format.

3.4.2. Any deviation to policies contained herein, especially when the government is not used as the first SOS for items designated as GFM, will be fully justified and approved by the PMS before becoming part of the PR package.

3.4.3. Assign a common identifier, such as the PR number, to easily identify the contract and any/all appendices (Appendix A, B, C, etc.) as part of the same contract.

3.4.4. At the time of Appendix B preparation, the PMS will request an MRL/PRSL from the ES. If an MRL/PRSL is not available or is in less than adequate condition to provide the data required, the PMS, IMS and ES will jointly develop a list, by NSN and quantity, of authorized GFM to substitute for the MRL/PRSL. If the end items were previously repaired on a contract with contractor reporting (G009/CAV AF), the data system can be used for this effort. The following paragraphs provide a brief description of the FRL, GFM Allowances, PRSL and ST/STE.

3.4.4.1. Full Range Listing (FRL). The FRL (AD200.F70FA7A7) is a consolidated listing of all components applicable to an end item. The listing includes all support items, material, tools, test equipment, bulk material, and technical data references required for the maintenance (overhaul or repair) of the end item. It is important to understand that this listing contains a complete printout of the data in the control record. The FRL provides an excellent basis for reviewing, correcting, updating, and file maintaining the API data. Output products available from the API system may become a part of the data package and be provided to the selected repair contractor. Accurate and effective reporting actions by the contractor are directly related to the accuracy of the API records. Note: The FRL will not be made available to the Repair Contractor.

3.4.4.2. GFM Allowances. The total GFM Allowances are used by the contractor to establish initial stock levels, on items authorized by Appendix B (and documented as GFM allowances in CAV AF). The contractor is required to report consumption data which is used to adjust replacement factors. Accurate and effective reporting actions to the applicable government data system by the contractor, is directly related to the accuracy of these factors.

3.4.4.3. Purchase Request Support List (PRSL). The PRSL is designed to aid in the determination of GFM in support of a specific contract. The PRSL is a three-part listing: Part I contains a listing of the end items and quantities of each item to be repaired during the life of the contract, Part II contains a listing in NSN sequence, of all components both NSN and Part Number (P/N) listed in the MRL which are required for completion of the contract and Part III contains the dollar values applicable to Part II.

3.4.5. ST/STE. The ST/STE (AD200.FA0FA7B0) list itemizes the ST/STE required to repair an end item. The data is used for preparation of the work specifications and reviewed

for workload capability in a repair facility. It is also used to determine the need to furnish ST/STE and to identify which items will be furnished by the government.

3.4.6. The ES will:

3.4.6.1. Upon receipt of the initial list of contract items request MRL from the API.

3.4.6.2. Create a new master record if the requested MRL reveals the end item has not been created in the API system.

3.4.6.3. Review and update the API with appropriate input using prior repair activity reports, revised technical data, impact of possible modifications, cataloging actions, vendor engineering change proposals, and ES knowledge. The highest degree of accuracy, experience, and logic must be used in completing this update because of the impact on repair, both logistically and economically. The timing of this update must provide the most practical notice for the API system to interface with other related systems and provide output products timed to phased contract actions.

3.4.6.4. During each of the above phases, as well as during performance under the contract, continuous changes may occur and impact end item supportability. It is imperative that data resulting from these changes be input to the API and action be taken to ensure continuing supportability of the end item. These actions may include but are not limited to:

3.4.6.4.1. Identification and reactivation of stock list deletions.

3.4.6.4.2. Revision of kit component lists.

3.4.6.4.3. Corrections required by stock list consolidation, unit of issue changes, and source changes.

3.4.6.4.4. Corrections required by maintenance decisions such as modifications, source code changes, repair limit adjustments, failure rate increases or decreases, and other maintenance actions.

3.5. GFM MORD (AF Form 406) Process.

3.5.1. There are two distinct cases when MORD documents are required. The first is on DPEM funded contracts with GFM allowances regardless of the BC. The second is for MSD funded contracts with GSD (BC 9) GFM allowances. A waiver is required for <u>all</u> contracts with GSD (BC 9) GFM allowances.

3.5.1.1. The PMS initiates a DPEM or MSD PR package along with the MORD, and forwards it through the appropriate Wing/Group Resource Advisor (RA). The RA reviews the MORD for accuracy and total value of GFM. The MORD value is associated with the GFM listing of material provided by the ES from the MRL listing in support of DPEM GFM or MSD GSD BC 9 GFM PR repair requirements. The MORD number will be documented in the Remarks Field of the PR and forwarded to the PK for continued processing.

3.5.1.2. The first step in initiating the MORD is for the PMS to obtain a Task (Delivery Order Number (DO#)) and Accounting Classification Reference Number (ACRN). The DO# and ACRN identifying the appropriate DPEM/MSD customers' direct cite funding will be referenced in the PR Accounting Classification Information Field and the

Accounting Classification Field of the MORD. The total MORD value for GFM supporting the PR repair requirements is based on the MRL and historical consumption data from CAV AF and documented in the contract Appendix B. The PMS will retain all source documentation used to determine GFM cost and quantities. The DPEM office or MSD RA performs a final review of the MORD to ensure it contains a valid PCN, a valid requirement that coincides with a proper program authority and an accurate fund cite. The MORD is forwarded to the appropriate ALC office(s) for further review before submittal to the ALC FM Budget Office for certification.

3.5.1.3. Provide the following information in the description area of the MORD:

3.5.1.3.1. Use "CAV AF MORD for DPEM" or "CAV AF MORD for MSD BC 9" to identify the contract funding source:

3.5.1.3.2. Contract and DO# (17 digits).

3.5.1.3.3. PR Number.

3.5.1.3.4. Contractor Department of Defense Activity Address Code (DoDAAC).

3.5.1.3.5. Contractor Routing Identifier Code (RIC).

3.5.1.3.6. Shop Code (assigned by ALC).

3.5.1.3.7. PMS Code.

3.5.1.3.8. Document the HQ AFMC/A4D waiver approval date, if required.

3.5.1.3.9. When applicable, Project Funds Management Record (PFMR) and ORG Code for MSD sources.

3.5.1.3.10. Identify MORD POC to include; respective ALC CAV AF Contract Manager's name, e-mail address, DSN telephone number, and DSN fax number. This is to ensure the MORD is returned to the correct individual after HQ AFMC/A4NS has completed processing.

3.5.1.4. The ALC FM Budget Office will verify the funding source of the MORD at the Operating Budget Account Number (OBAN), Program Element Code (PEC), and EEIC level and forward the MORD to appropriate obligating activity (Financial Service Officer (FSO)/DFAS). ALC FM Budget Office will retain a copy of the MORD with their executed documents.

3.5.1.5. The ALC FSO office will obligate the MORD in the General Accounting & Finance System (GAFS_BQ). Once the MORD is obligated in GAFS, the ALC FSO office will send the MORD to the CDM-Standard Base Supply System (SBSS) Team, HQ AFMC/A4NE, via email. The CDM-SBSS Team forwards the MORD with the pertinent information to load the SBSS PFMR.

3.5.1.6. HQ AFMC/A4NE (CDM SBSS Team) assigns one three-digit SBSS/PFMR to each ALC for all MSD contracts. The Organization Cost Center Record (OCCR - ORG code) is assigned based upon the rules setup by each ALC. Different PFMRs are assigned for each DPEM funded contract and a different OCCR is assigned by rules set up by each ALC.

3.5.1.7. The CDM SBSS Team loads MORD funding targets against the OCCR which rolls up to the PFMR in CDM-SBSS. The CDM-SBSS Team enters all pertinent data into the Enterprise Application Integrator (EAI) conversion table on the Electronic Systems Group environment which is maintained by the Combat Support Systems personnel at Maxwell-Gunter AFB, Alabama. The EAI establishes an electronic feed for translating transactions from CAV AF to the CDM-SBSS system. HQ AFMC/A4NS CDM-SBSS Team returns the MORD, via email, to the ALC POC identified in the MORD Description Field.

3.5.1.8. The processing of GSD assets in the CDM SBSS requires GSD Stock Fund Authority to order/issue/requisition GSD items. The CDM-SBSS Team performs annual ALC data calls requesting out year GSD Stock Fund expenditures, by fiscal year, and forwards this information to the HQ AFMC/A4YF Stock Fund managers.

3.5.1.9. The PMS will monitor the PR for contract award, final task (delivery) order number and ACRN assignment by PK. The PMS will be responsible to ensure the task (delivery) order number provided earlier in this process by PK for the MORD matches the one used on the final task (delivery) order. Should a discrepancy exist, the MORD must be amended in Automated Business Service System (ABSS) and the MORD amendment will follow the same processing procedures. The CDM-SBSS Team will in turn update the EAI by the task (delivery) order and ACRN for billings.

3.5.1.10. CDM SBSS GFM transactions flow into the Standard Materiel Accounting System (SMAS) when the EAI receives a GFM Issue (ISU) transaction from CAV AF. The SMAS transaction will prompt DFAS to create a Standard Form 1080 Bill, *Vouchers for Transfers between Appropriations and/or Funds,* which is posted to the applicable MORD and the SF 1080, *Vouchers for Transfers between Appropriations and/or Funds,* bill amount, is subtracted from the current MORD balance. The SF 1080 Bills are created by the CDM SBSS during end-of-month processing

3.5.1.11. During the performance of the task (delivery) order, the PMS monitors the MORD obligation and expenditure balances on the M03 (GV977-M03-M36_2391) Report. The M03 is a daily report published on CDM CoP under CAV AF SBSS reports and also maintained in the DFAS-OMAHA Online Report Viewer (OLRV) database. The OLRV is a web-based program providing DoD customers visibility over various reports and system products. The report produces an MS Excel spreadsheet listing the PFMR's target, expenditures and the difference (available balance) between the two. The PMS will maintain the historical GFM usage data and coordinate closely with the Wing/Group RA to ensure MORD funding is available at all times through the end of the task (delivery) order.

3.5.1.12. The PMS:

3.5.1.12.1. Will identify any funding shortfalls as soon as known to the customer for resolution. If the customer approves additional funding, the PMS will amend the MORD to account for the additional funding. To preclude negative MORD balances the ALCs should:

3.5.1.12.1.1. Conduct awareness training for all personnel involved in the MORD process.

3.5.1.12.1.2. Fund Initial MORDs to match CAV AF ToA authorizations for the vast majority of CDM contracts. **Note:** Incrementally funded MORDs require heightened awareness to avoid exceeding MORD funding costs.

3.5.1.12.1.3. Use historical averages plus a buffer for initial MORD funding when quarterly funding constraints make it impossible to initially fund at the ToA levels.

3.5.1.12.1.4. The ToA cannot exceed what has been authorized as allowable GFM in Appendix B unless approved by customer and documented in the contract folder.

3.5.1.12.1.5. Monitor CDM/SBSS reports daily (specifically the M03 and D11) for all fund related transactions.

3.5.1.12.1.6. Establish an expenditure trigger point (70-75%) for initiating a MORD amendment.

3.5.1.12.2. AFMC/A4N, CDM-SBSS Team will assist in monitoring MORD funding balances by: Processing/monitoring the M03 daily, identifying PFMR over expenditures and notifying MORD POC via Email/phone of over expenditures.

3.5.1.12.3. When processing MORD amendments, the PMS will use, in addition to previous information in the Description Field, the following statement: MORD Amendment. The PMS will process amendments (decrease/increase) IAW the guidance outlined in this instruction and file all amendments with the original MORD.

3.5.1.12.4. If the customer disapproves additional funding, several options are available: Review remainder of work and funding associated to MORD, stop inductions of additional assets covered by MORD, reprioritize available funds, identify potential de-obligation candidates and work to avoid Request for Equitable Adjustment (REA)

3.5.1.13. Once the task (delivery) order has been deemed production complete, the PMS will work closely with the PCO to financially close the task (delivery) order and de-obligate any remaining MORD funding.

3.6. Managing Appendix B Revisions.

3.6.1. Any revisions to Appendix B must be forwarded to contracting by a PR amendment.

3.6.1.1. Revisions will consist of only those pages being changed.

3.6.1.2. A new title page will be prepared for each revision containing the same elements as the original title page. The new title page will contain the revision number and the date of the revision inserted under the date of the basic Appendix B. The second page of each revision will contain a list of affected pages. The listing will include each page in Appendix B with the applicable revision number to the left of the page number. An example would be:

Table 3.1. Example.

Rev. No	Page No.	Date

1	1	21 Apr 08
2	2-7	22 Apr 08
3	8	23 Apr 08

3.6.1.3. The date, revision number and the file number will be included on each revised page.

3.6.1.4. All superseded pages will be filed at the back of the document for record and reference until completion of the contract.

3.6.1.5. When it is necessary to insert additional pages, they will be identified by adding the appropriate alpha suffix to the preceding page number, i.e., 3a, 3b, 3c, etc.

3.6.1.6. The portion affected by the revision will be indicated by a black underscore for figures, words or phrases within a given paragraph, and by a vertical black line in the outer margin.

3.6.2. For those contracts that have an approved waiver for consumables, the CM/PMS will maintain a listing of non-MSD managed items separate from the contract Appendix B. Changes to the list of non-MSD managed GFM will negate the need to modify Appendix B. The CM will annotate all changes on the listing when CAV AF ToA is updated. All authorized GFM items listed in Appendix B, to include the non-MSD waivered list, if applicable, will be loaded into CAV AF at NSN level and will specify the authorized quantity. The CRT will validate the availability of material before offering these items as GFM.

3.7. Requisitions and Priorities.

3.7.1. Standard Air Force and DoD instructions for preparation and submission of requisitions for GFP support, as prescribed in DoD 4000.25-1-M, *Military Standard Requisition and Issue Procedures (MILSTRIP),* will be used by all AFMC CDM contractors.

3.7.1.1. The contractor will requisition only those items and quantities of GFP authorized within Appendix B of respective contracts. Contractors' requisition follow-ups, cancellation, modifiers, and backorder validations will be prepared according to instructions prescribed in AFMAN 23-110.

3.7.1.1.1. The attachments to the Appendix B will provide code references the contractor can use to prepare requisition and turn-in documents.

3.7.1.2. The policy and procedures for establishing Urgency of Need Designators (UND) and requisition priority designators are prescribed in AFMAN 23-110, and in DoDM 4000.25-1. The contracting ALC will include, within Appendix B, the applicable Force Activity Designator (FAD) assigned per AFMAN 23-110. Attachment 6 to this instruction provides guidance for determining requisition priority designators to be used on contractor requisitions for GFM.

3.7.1.3. Requisitions for urgent requirements to prevent work stoppages are submitted on a fill-or-kill basis. Fill-or-kill "2C" advice code may be used for MSD material. All requisitions for items associated with production delays will be reported through the contractual reporting system.

3.7.1.4. Requisition Status Codes are used by supply sources/inventory control points to relay information back to the requisitioning activity. Contractors will be instructed to refer to the requisition status codes contained in AFMAN 23-110 by providing them with the following URL: **http://www.e-publishing.af.mil/** for the AF Publishing web site.

3.7.1.5. The contractor shall not transfer material from contract to contract without the funding ALCs PCO issuing a contractual modification action. When the need for such action arises, the contractor will submit a written request for transfer action authority from the funding ALC. Transfer requests will contain the following information:

3.7.1.5.1. Contract numbers to and from which material is to be transferred, including fund citations in the contracts.

3.7.1.5.2. Stock numbers, quantity, and dollar value of material to be transferred.

3.7.1.5.3. Verification that material to be transferred is excess to the needs of the losing contract and will not be reordered for that contract.

3.7.1.5.4. All contracts transitioning contractor reporting from G009 to CAV AF, IAW HQ AFMC directive, are required to comply with AF MSD GFM credit turn-in process for transferring material. **Note:** CAV AF ToA, MORD and GFM waiver policies shall apply prior to lateral support transfer.

3.7.2. FAR Part 45, states the contractor will be directly responsible and accountable for all government property according to the provisions of the contract, including property provided under such contract that may be in the possession or control of a subcontractor. Therefore, all requisitions for material will originate from the prime contractor. When the material is to be shipped to an activity other than the prime contractor, enter the service and activity address code (EZ number) supplementary address field according to DoDM 4000.25-1. Procedures for ensuring control of subcontractor inventories will be included in the prime contractor's approved property control system.

3.8. Physical Inventory Control.

3.8.1. Physical inventory control of all GFP and end items in the possession of the contractor must be performed IAW DoD 4000.25.M, DoD 4140.1-R, *Supply Chain Material Management Policy* and AFMAN 23-110, Volume 1, Part 1, Chapter 6. Physical inventory of all applicable GFP against CAV AF records must be conducted at least annually to verify accurate inventory balances.

3.8.1.1. The inventory accuracy goal for all GFP with a unit price $\geq$ $1000.00 is 99% and 95% for all other material IAW D0D 4000.25-M.

3.8.1.2. It is highly recommended the inventory sampling be conducted throughout the year to ensure proper processing of inventory records is occurring.

3.8.2. The PMS will coordinate with DCMA to actively participate in a review of inventory records before processing inventory adjustments. Note: The contractor will not be given authority to process inventory adjustment (D8/D9) transactions in CAV AF.

3.9. Disposition of Excess Government Property.

3.9.1. The following information is applicable to GFM and the loan of ST/STE. For information, regarding loan/lease of AFMC-managed, stock listed items; see AFMAN 23-

110. These policies and procedures apply to all CDM contracts with property that is determined to be excess to the contractor's requirement to complete a specific contract.

3.9.1.1. All excess property will pass through the Plant Clearance Automated Reutilization Screening System (PCARSS) Web application (**https://www.drms.dla.mil/rtd03/pcarss.htm**. POCs are identified on the PCARSS home page). The requirements for this process are located in FAR 45.602-1, *Government Property – Inventory Disposal Schedule.* Contractors electronically notify a Plant Clearance Officer (PLCO) that excess property is available. The PLCO assigns a case number and notifies the owning organization via email that the items are available. The items are placed in a 90-day screening cycle. The owning agency has 30 days to claim the item. If the owning organization has a requirement, a requisition will be processed to acquire the item. If the owning organization has no requirement for the items then the PLCO will place the item in another 15-day screening cycle for other DoD activities to claim. During this period, DoD activities have priority. If after 15 days no DoD activity claims the item, then the item will be placed in another 15-day screening period where any federal agency (on a first-come first-served basis) can claim the item. If not claimed during the last 15 days screening period, the items can be donated to activities outside the government. If the items are not claimed by any agency, the owning activity will provide dispositions instructions to the contractor.

3.9.1.2. Contractors will review the stock position of all items of GFM with ERRC Code designators "XD1(I)" and "XD2(T)" every 30 days, and every 60 days for items with ERRC Code designators "XB3(N)" and XF3(P)." These reviews will be conducted until the contract in production is completed or terminated. The contractor will identify and process all items having inventories in excess of what is required to support the current contract. Concurrent with these reviews, contractors will review the requisition control record and cancel those requisitions on backorder when requirements no longer exist.

3.9.1.2.1. Within 60 days of the contract being complete, all backordered requisitions (for items still required) having estimated or actual delivery dates, which will not provide timely support, will be canceled and a new requisition submitted on a fill-or-kill basis. The quantity on the fill-or-kill requisitions will be limited to only that required to complete the contract. Fill-or-kill actions should not apply to ERRC Codes T, C, S and U requisitions, if a valid requirement still exists.

3.9.1.3. Loaned property listed in Appendix B will be disposed of as follows: 30 days prior to contract completion, the LCO will request disposition instructions from the IMS. The LCO will coordinate the disposition of these assets with the prime IMS and advise the contractor of required actions. Loaned APP is not to be considered excess to the contractor's requirement. These items are to be reported to the applicable ALC LCO when no longer needed or upon expiration of the loan period. See AFMAN 23-110 for further details regarding loan/lease of AFMC-managed, non-excess, stock listed items.

3.9.2. Directed disposal of excess GFM.

3.9.2.1. When GFM is in excess, the contractor will provide the PMS with a DCMA PA certified inventory of material at the contractor site. The PMS will, at a minimum conduct a desk audit to reconcile the contractors DCMA certified inventory against the applicable government reporting system (CAV AF). This requirement must be stated in the PWS.

Discrepancies between contractor inventory and government system inventories must be reconciled and recorded in CAV AF (government system of record). If the discrepancies are major, an on-site survey by the PMS (or other qualified representatives) is highly recommended.

3.9.2.1.1. If excess items are discovered during an on-site visit, on-the-spot disposition of excesses may be directed. Determinations of excess items must be a coordinated action between representatives of the on-site survey team, the ALC CM, the Contract Administration Activity representative, and the contractor, to ensure these items are excess to total contract requirements. A report of the excesses will be prepared, with a copy furnished to the Contract Administration Activity representative.

3.9.2.1.2. Upon receipt of the excess report, each PMS will develop a list of assets to be returned to the ALC and provide it to the materiel support function of the ALC concerned. The organization making the visit will retain a copy for follow-up during the next visit to ensure that assets have been returned to the Air Force.

3.9.2.1.3. Turn-in documents (DD Form 1348-1A, *Issue Release/Receipt Document*) will always be used and will be prepared according to DoDM 4000.25. Bar coding items prior to return will be accomplished according to DFARS Part 211.274, *Item identification and valuation requirements*.

3.9.3. Government property support for follow-on contracts will be as follows:

3.9.3.1. When the incumbent contractor is awarded a follow-on contract before completion of the current contract, all GFM in the contractor's possession will be screened by the contractor against actual individual line usage experience and production schedule. This is done to establish individual item requirements for support of current and follow-on contracts and will be considered as part of the initial lay-in for the follow-on contract. If transferred material is equal to or exceeds the initial stock objective, no requisition will be initiated until the time the stock level reaches the reorder point. The contractor will consider the old contract as first SOS before submitting any requisitions against the new contract. Materials that do not apply to any CLIN on the new contract will be disposed of according to Appendix B.

3.9.3.2. When the award of a follow-on contract is made to a contractor other than the incumbent contractor, the contracting PCO and PMS must ensure that timely disposition instructions are provided to the current contractor for each item of excess serviceable GFM. The contracting ALC must be cognizant of all GFM excesses and must have the items cleared from the contractor inventory.

3.9.3.3. When the GFM in excess of an incumbent contractor's current contract support requirements, a screening of items and quantities will be done by the contracting ALC before transfer. The screening can be done by using a Government system (i.e., G009, CAV AF) product or an on-site ALC team. The Seller PMS has the prerogative to designate the most qualified personnel to accomplish the on-site screening. When needed, DCMA representation will be invited to participate.

3.9.3.4. GFM assigned to a contract currently in G009 transferring to a CAV AF contract shall be worked closely with the DCMA-PA contractor, the PMS and the CAV AF CM to

ensure items are systematically returned in G009, avoiding a loss to MSD (ref. **para. 3.3.1.8.**). Material transfers are specific to current bona fide needs identified for usage and are not to include part numbers, obsolete, insurance or investments items for storage purposes.

3.9.3.5. No loaned APP will be diverted or transferred to another contract without prior request or approval from the applicable ALC LCOs. When such a transfer is made, the loaned assets must be authorized for loan under the gaining contract by listing on the contract Appendix B attachment, as appropriate and a copy of the transfer document is provided to the applicable LCO. See AFMAN 23-110 for further details regarding loan/lease of AFMC-managed, non-excess, stock listed items.

3.9.4. Processing of Discrepancy Reports. The contractor prepares a Discrepancy Report to dispose of property received, which is not acceptable, not identifiable, or not required in support of a specific contract.

3.9.4.1. Discrepancies related to shipment include misidentified items, variations in quantity, non-requisitioned items, lost or damaged parcel post, and items in dubious condition. These discrepancies shall be reported and resolved using the DoD web-based application WebSDR (Supply Discrepancy Report), located at: **https://www.daas.dla.mil/websdr/home.asp**. This system of reporting a Supply Discrepancy Report (SDR) has been developed in compliance with DoD regulations 4140.1-R, *Supply Chain Material Management Regulation* and 4000.25-M, *Defense Logistics Management System (DLMS) Supply Standards and Procedures*, which requires automated SDR processing. In those situations where the SDR initiator is unable to gain access to the WebSDR, continued use of manual forms is permitted.

3.9.4.1.1. Transportation discrepancies, such as shipment astray, shortages, pilferage, damage, vandalism, overages, or entire shipment not received, shall be coordinated with the DCMA Property Administrator and ACO immediately upon discovery for corrective action in addition to WebSDR submittal.

3.9.4.1.2. For CLIN items received with missing components (Missing on Induction (MOI)), the contractor shall process a SDR immediately upon discovery IAW AFJMAN 23-215, *Reporting of Supply Discrepancies,* and provide a copy to the ACO within 2 days of discovery.

3.9.4.1.3. Misdirected shipments of GFM, which are not part of the contract, shall be immediately reported to the DCMA PA by telephone, followed in writing within three workdays. The contractor is encouraged to contact one of the ALCs Customer Service Centers (CSC) with the Transportation Control Number (TCN) of the shipment. The CSC will advise for redirection of shipment.

3.9.4.1.4. Overages, shortages, and misidentified items which are part of a contract and received by the contractor shall be reported into the CAV AF system with the received quantity and NSN. A SDR shall be processed IAW standard procedures identified above for these overages, shortages, and misidentified items.

3.9.4.2. Damaged material received by the contractor from government installations, where such damage can be attributed to improper preservation or packaging by the shipping activity, will be reported to the ACO.

3.9.4.3. Loss, damage or destruction of property where common or contract carrier liability is indicated when item is en route to the contractor, will be reported on SF 361, *Transportation Discrepancy Report* IAW DoD 4500.9-R, *Defense Regulation Transportation, Part II, Cargo Movement*.

3.9.4.4. Material received with quality deficiencies will be reported on SF 368 according to DOD 4500.32R, *MILSTAMP* or TO 00-35D-54 *USAF Deficiency Reporting, Investigation, and Resolution*. Mailing instructions are contained in the reference section. Also mail one copy to the PMS and CM.

3.9.4.5. When the IMS requests repair contractors to ship defective warranty items to the manufacturer for corrective action IAW AFMAN 23-110 the repair contractor should furnish a copy of the shipping document (DD Form 1348-1) attached to a cover letter addressed to the appropriate IMS.

3.10. Disposition of Condemned Property.

3.10.1. The contract Appendix A policies require that the AFMC maintenance contractors evaluate the economy of repairing end items and components. Therefore, when an inspection reveals the estimated cost to repair (labor and parts) exceeds 75 percent of the replacement cost of the item, the prime ALC is notified. The item will not be condemned except when authorized by the prime ALC. Items authorized for condemnation will be disposed of at the contractor location through plant clearance procedures (without further ALC screening) except:

3.10.1.1. All condemnations of critical items identified in Appendix A must be reported to the funding ALC for disposition instructions. Normally, the contractors will be instructed to submit such listings every 30 days.

3.10.2. The following information is applicable to the loan of ST/STE. For detailed information, regarding loan/lease of AFMC-managed, stock listed items; see AFMAN 23-110. Loaned ST/STE, listed in Appendix B, is furnished in serviceable condition and, except for fair wear and tear resulting from normal use, should be maintained in such condition by the contractor. ALC contract administration personnel will investigate instances of loss, condemnation, or other circumstances causing the equipment to become unavailable or not usable for its intended purposes. This investigation will determine cause and liability, if any, and corrective action to be initiated. Condemnations of ST/STE because of ALC investigations will be submitted by the contractor to each applicable issuing ALC LCO. The list will be in "Appendix B format" as an attachment to a cover letter prepared by the repair contractor and titled, *"Request for Disposition of Government-Furnished Property*, condemnations of contract, submitted per Chapter 3 of AFMCI 21-149." If replacement is required and authorized, the contractor will prepare a MILSTRIP requisition and forward the requisition and a copy of DD Form 1348-1 to the funding ALC.

3.10.3. Other exceptions, including precious metals or critical alloys, will be disposed of according to appropriate FAR, DoD, Air Force and AFMC policies.

3.11. Commercial Asset Visibility Air Force (CAV AF).

3.11.1. Reporting in CAV AF is a contractual requirement and must specifically be stipulated in the PWS. If the ALC chooses not to have a contractor report end item

production and GFM status in CAV AF, it will be the responsibility of the ALC CDM Office or PMS to ensure data is maintained in CAV AF, per DID (DI-MGMT-81634B).

3.11.2. Instructions pertaining to CAV AF reporting are contained in the CAV AF System Administrator, Contract Manager, and Contractor user manuals. The manuals are maintained by HQ AFMC/A4DA and capture the requirements of the most current version of CAV AF. All manuals can be accessed via the CDM CoP **https://afkm.wpafb.af.mil/ASPs/CoP/EntryCoP.asp?Filter=OO-LG-CD-MM**. Contractors can access the Contractor manual via the CAV AF access web page (ref. **https://www.cavaf.com/cavweb/**)

3.11.3. The contractor submits GFM/end items transactions through CAV AF daily as transactions occur. The CAV AF system compiles real time summary status for GFM and end items. GFM reporting is an integral component of an industrialized contract maintenance program. Continuous surveillance is necessary to ensure timely reporting and accuracy of data.

3.12. Material Support Problems.

3.12.1. The PMS is responsible for material support problems. The PMS will coordinate the contractor's reports of material support problems.

3.12.2. The name, office symbol, and telephone number of the responsible PMS will be listed in contract Appendix B.

Chapter 4

IN-HOUSE PREAWARD SURVEY (PAS)

4.1. Purpose. The purpose of the in-house PAS is to verify, before award of contract, the availability and adequacy of the applicable MRL, and the availability of Modification Kits, Support Equipment (SE), ST/STE technical data and overseas contractors. Past experience and performance will dictate the required degree of the review. The following information is applicable to GFM and the loan of ST/STE. For information regarding AFMC-managed, stock listed items, see AFMAN 23-110.

4.2. Responsibilities. The PMS is responsible for ensuring all certifications on the in-house PAS checklist are completed and the checklist is forwarded with the PR package. Such certifications must be provided for all modifications over $1 million, aircraft PDM and engine programs. Use of the in-house PAS must be varied to meet the peculiar circumstances of each prospective maintenance contract. For all other programs, the need for such certifications will be determined on a contract by contract basis. Information pertaining to the PAS can be found in the FAR Part 9,106. Responsibilities for completion of in-house PAS certification are:

4.2.1. Adequacy of MRL. In order to provide the contractor with a description and usage rate on those replacement components that may be used during the repair of an end item, the ES will certify the MRL to be complete, accurate and current.

4.2.2. Availability of Modification Kits. The PMS, with the assistance of the IMS and the ES, is responsible for ensuring the TCTO Modification Kits are obtained, distributed and controlled in a timely manner to support all TCTO requirements called out in Appendix A. Modification Kits will be requisitioned by the contractor as specified in the applicable TCTO. Requisitioning process codes are contained in Appendix B. If the contract does not authorize MILSTRIP, the IMS/MM will ship under FD document number.

4.2.3. Availability and Serviceability of SE. Identification of the SE, including designation of all peculiar SE, is the responsibility of the ES. The PMS will ensure availability and serviceability of the SE at the time of contract award. This may be done through storage in the Material Utilization Control Office (MUCO) account. The PMS will also provide instructions in Appendix B concerning delivery of the SE. If authorization for spares to maintain the SE is granted, it must be included in Appendix B. SE may be subject to loan procedures, as prescribed in AFMAN 23-110.

4.2.4. Availability and Serviceability of ST/STE. ST/STE consists of dies, fixtures, molds, patterns, gauges, other equipment and manufacturing aids, electric or electronic, pneumatic, mechanical, and other items or assemblies of equipment. ST/STE is of such a specialized nature, that without substantial modification or alteration, their use is restricted to the development or production of particular supplies or parts. Most of these items are not federally stock listed. The SPM ST/STE manager controls these items individually. The SPM will complete the availability/serviceability certification. The listing of ST/STE prepared by the ES will be forwarded to the PMS as soon as it is definitized. The SPM will furnish the listing to the ST/STE manager who will check availability and serviceability and reserve the material for use on the contract. The PMS will identify the available and non-available items. A list of the available items will be attached to Appendix B of the contract. This listing will

advise the contractor of the source and method of supply of the items. The loan officer is responsible for monitoring this program.

4.2.5. Availability of Facilities Including Production Equipment. The PMS is responsible for completing this availability certificate. Facilities consist of equipment, machine tools, standard test equipment, furniture, vehicles and accessory and auxiliary items, but exclude ST/STE and APP. Facilities may be furnished to the contractor only under severely restricted conditions described in FAR Part 45. It is DoD preference to rely upon privately owned production equipment in defense contracts, especially general-purpose facilities. Before facility items can be furnished to the contractor, justification must be provided according to FAR Part 45.302. Upon receipt of the listing of facility items required and the justification required, the PMS will determine item availability and advise PK. The available items will be listed in the attachment to Appendix B of the contract. This listing will advise the contractor of the method of obtaining these items.

4.2.6. Availability of APP. APP consists of items peculiar to agency operations and is under the cognizance of an agency inventory control point. These items are federally stock listed and do not include ST/STE or facilities items. APP with ERRC Code designators XD1(I), XD2(T), NF2(U), or ND2(S) are subject to loan control procedures. The website for the loan/lease policy is: **https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/lgi-page/D035/loan_lease_control.html**. Policy for loan/lease of AFMC managed, stock-listed, non excess property is undergoing major revision and will be centralized in AFMAN 23-110. The PMS will ensure a listing of all required APP is available with the contract. The PMS will request the LCO check availability and reserve items and quantities required for the contract. PK will be advised by the PMS of items not available from the government. An attachment to Appendix B will list all required items and state the method of supply.

4.2.7. Availability of Technical Data. All data specified in Appendix A will be assembled by the PMS for review by the bidder. The data package available for review by contractors will consist only of data directly related to the work requirements detailed in Appendix A, section III. Additional data, such as general TOs required by the contractor, will be secured through the ACO. Responsible activities will provide data to PK for inclusion in the technical data package furnished for bidder inspection.

4.2.8. Overseas Contractors. When overseas contractors are to be selected, it is the responsibility of the SPM/IMSs to provide procurement package to the PCO. Procedures for obtaining theater clearance are contained within the foreign theater clearance guide.

Chapter 5

CONTRACT REPAIR PROCESS (CRP)

5.1. Introduction.

5.1.1. Purpose. A contract repair process that will respond directly to customer demands while reducing inventory, process steps, queue time and total system operating costs. This requires a long-term business relationship with contractors to take advantage of innovative ideas and efficient management practices. As a result, customer requirements will be satisfied while using the least amount of resources available.

5.1.2. Scope. This updated process is to be used by the CRT. The CRT will ensure all personnel involved with contract repair participate in the development and execution phases.

5.1.3. Commodity Council Considerations. Commodity Councils are responsible for the assigned commodity groupings at the Federal Stock Class (FSC) level. The councils are: SE, Aircraft Structural, Aircraft Engines, Communications and Electronics, Landing Gear, Instruments, Aircraft Accessories, and Secondary Power. The councils' responsibilities include the development, implementation, and monitoring of enterprise strategies for their assigned FSCs. The approved commodity strategies are documented in Commodity Management and Commodity Acquisition Management plans. The CRT will engage the commodity council as early as possible in the CRP.

5.1.4. PBSA. AFI 63-124 mandates the oversight and management of all services acquisitions for the Air Force and will be performed IAW the Air Force Management and Oversight of the Acquisition of Services Process (MOASP) (ref. AFARS 5137, *Service Contracts,* for information concerning the MOASP). The performance plan describes the objectives and goals of the CRT and their roles and responsibilities (to include the contractor performing the service), and how the CRT will assess contractor performance and manage the contract to obtain efficiencies, improved performance and cost savings throughout its life cycle. The performance plan (Quality Assurance Surveillance Plan (QASP)) must be submitted with the contract solicitation package to ensure compliance with AFI 63-124.

5.2. Contract Repair Applications.

5.2.1. Acquisition Reform Initiatives. All acquisition reform initiatives will be strictly adhered to by limiting the use of military specifications and standards, ensuring the use of performance oriented specifications, eliminating non-value added requirements and reducing contractor deliverable requirements. Acquisition reform initiatives are reflected in the movement to a PWS and contractor developed performance based statements of work rather than a government-provided PWS.

5.2.1.1. Reform initiatives are accomplished by expanding the use of commercial and other best practices, further implementing the electronic interchange of information, maximizing the use of simplified acquisition procedure, and streamlining the requirements identification and proposal preparation process.

5.2.1.2. Government oversight and control should be maintained through use of performance specifications.

5.2.1.3. Technical data rights should be acquired only to the extent necessary for breakout, organic reparable requirements and spares procurement.

5.2.1.4. Aggregate contracts and acquisition phases should be utilized when appropriate to promote stable contractor operations.

5.2.2. As contract repair initiatives mature, contractors should participate on an informed level with organic and other contractor repair and supply elements. Dialogue with the industry should begin early in the requirement development process to create a mutual understanding of requirements and capabilities. Communication should continue throughout the life cycle of the weapon system.

5.2.3. In a sole source situation, the contractor should be a charter member of the CRT (after wing or ALC/Judge Advocate approval). Contractors should be involved in the identification of the requirement, contract award, execution and closeout. As a member of the CRT, contractor input may be solicited regarding topics such as market research, risk assessment, commercial alternatives, contractor perspective on Appendix A or PWS, technical requirements and contract clauses.

5.2.3.1. Avenues for exchanging information with the contractor include: Sources Sought Synopsis (SSS), Requests for Information (RFI), technical libraries, electronic bulletin boards, site visits, and Draft RFP/Pre-Solicitation Conferences. For smaller dollar repair actions, consider using a cover letter to the Request for Quote (RFQ)/RFP that explains contract repair and the unique initiatives included in the solicitation as a way to inform contractors.

5.2.3.2. When used, an effective PWS does not reflect every aspect of the program; only those identified as principal objectives. The PWS also reflects the high and moderate risk areas of the contract. These two components allow potential bidders the ability to make necessary cost, schedule and technical decisions.

5.2.3.3. Technical requirements should be performance-based and expressed in terms of the desired outcome. This allows the contractor to propose/apply appropriate techniques to achieve the desired results. Technical requirements should not define specific methods for achieving results unless mandated by law. Traditionally, military specifications and standards have detailed directions for designing, developing, testing, producing, repairing and managing weapon systems. In essence the military is prescribing a “how to” for system development, production and sustainment. One of the initiatives of Acquisition Reform is to move away from heavy dependence upon military specifications and standards. The following should be considered in place of many of the military specifications and standards: Performance Specifications, Commercial/Non-Government Specifications, Interface Standards, Commercial Item Descriptions and Standard Practices. If deemed necessary, approval for specific military standards or specifications should be sought early in the CRP. **Note:** Many of the Military Specification and Standards have been canceled.

5.2.3.4. The CRT should investigate the applicability of all specifications and standards prior to citing them in their repair contracts. One alternative is the use of the Data Accession List (DAL). The DAL is a list of the contractor’s internal data generated in

performance of the contract. The documents are in contractor developed format and do not have a government unique format/content requirements levied upon them.

5.2.4. Packaging Requirements. For new and follow-on repair contracts, most packaging requirements are already established. The packaging, transportation and regulated material data are maintained in D035T, *Shipping Information System*. The D035T packaging data is defined IAW MIL-STD-2073-1, *Standard Practice for Military Packaging.* Refer also to AFI 24-202, *Preservation and Packing*, AFMAN 24-206(I), *Packaging of Material*, and AFJI 24-210, *Packaging of Hazardous Material* for additional instruction concerning packaging. This data includes methods of preservation, levels of protection, unit of issue, quantity per item pack and item characteristic.

5.2.4.1. Under acquisition reform, the contractor is encouraged to propose commercial packaging alternatives. Even though packaging data is established, negotiations will be expected to occur when a contractor makes a new packaging proposal. The packaging specialist should be involved in these negotiations to ensure the proposed packaging meets the performance requirements. Commercial alternatives must be equal to or better than the requirements already established for Air Force items. The packaging specialist must participate in the development of the PWS, Section L and M of the RFP and analysis of bidder proposals.

5.2.5. Transportation Requirements. The use of fast transportation is directed to have the item reach the requisitioner within the Air Force pipeline time standards for Agile Logistics Items (ref. AFI 24-203, *Preparation and Movement of Air Force Cargo*). It is critical that the ALC Traffic Management Office contacts DCMA and contractor transportation functions to ensure transportation responsibilities are clearly spelled out, agreed upon and understood before contract execution.

5.2.6. Contract Repair Tenets. The CRP focuses on reducing the number of days from requirement identification to serviceable delivery. This is accomplished by; streamlining processes, reducing on-hand inventories, decreasing negotiated repair time and reducing contract repair costs. Contractors must deliver a serviceable item upon receipt of requisition within a specified time period as outlined in the contract. Utilize fast transportation (USAF policy) to accelerate movement of serviceable assets to the war fighter and time definite delivery whenever possible. Utilization of direct shipment of reparables and serviceables between the war fighter and the contractor allows for the contractor to ship serviceables to the field upon government direction and the field to direct ship reparables to the contractor. This eliminates the need for Amended Shipping Instructions (ASIs) or Initial Shipping Instructions (ISIs) and supports the war fighter by further accelerating the movement of serviceable assets.

5.3. Contract Repair and Implementation Initiatives.

5.3.1. Financial Considerations. For years, contract repair requirements were based on system computed requirements and typically funded on a first come, first serve basis. Under the CRP, contracts are designed with a strategy to increase the speed and flexibility in which the funds are managed and executed. To achieve this flexibility, requirements are identified and funded in smaller increments based on EXPRESS prioritization. Specific ALC funding strategies are revised throughout the fiscal year based upon changes in requirement priority and cost authority.

5.3.2. Contract Considerations. The expected outcome of an acquisition should be to provide the greatest overall benefit in response to the requirement. The Supply Chain Management (SCM), enables respective program workloads, including PK as CRT members, to work strategically towards developing a PR package. As a business advisor, the PK member of the CRT, in coordination with the rest of the team develops a plan for strategic sourcing, contract placement, and performance management. The goal is to get the "right parts to the right place at the right time for the right price".

5.3.2.1. On sole source contracts, the contractor can be solicited using a letter format in lieu of the traditional RFP. This methodology is utilized to meet the goals of acquiring services "faster, better, cheaper and smoother" and should be evaluated by the CRT.

5.3.2.2. Many types of contracts are available for use under the contract repair concept. One of the most beneficial is the Indefinite Delivery (ID) contract. The CRT must determine if any of the three types of ID contracts (Definite Quantity, Requirements and Indefinite Quantity) are the most effective. The goal of establishing long-term contracts should also be addressed by the CRT at this time.

5.3.2.3. Pricing Arrangements. There are a number of pricing arrangements that can be considered. The type of arrangement should be based on the level of risk involved with the program. For example, a fixed price arrangement would be appropriate for a lower risk program whereas cost plus type arrangements may be more appropriate for higher risk efforts. Economic Price Adjustments (EPA) provisions should be considered in long-term contracts.

5.3.2.3.1. There are many opportunities in which the contractor may be incentivized (award fee versus award term, etc.), which range from improved performance in terms of faster repair and return time to improved reliability (as measured by reduced process variability). It will be the CRT's responsibility to determine incentive possibilities and then assess the associated value.

5.3.2.3.2. Tracking of award fee/term criteria and performance is made easier for the PCO/PM by utilizing the TRACKER website, for award fee/term (ref. para 5.4). TRACKER summarizes how often the contractor was able to meet or exceed the award fee criteria and performance and by how much.

5.3.2.4. The CRT must review and assess a contractor's past performance in considering potential SOS in competitive situations. The CRT must also review past performance of sole source contracts. In cases of poor performance, the CRT should carefully review why the contract is sole source and look for ways to increase future competition. In addition, actions should be considered to improve the contractor's performance, i.e., potential performance incentives.

5.3.2.4.1. CRTs should strive to acquire commercial services and items when available (FAR Part 12, *Acquisition of Commercial Items).* This leads to using standard commercial terms and conditions whenever possible. The teams should identify the available commercial practices; these can be modified or tailored as needed. In addition, normal distribution and logistics support capabilities should be used to the maximum extent. Commercial applications include, but are not limited to, commercial repair practices/processes, commercial packing and packaging,

commercial certification (self-certification of process/products) and commercial contracts.

5.3.2.4.2. In cases where audit and analysis are expected, early involvement by Defense Contract Audit Agency (DCAA) is essential. DCAA should participate early in the process when developing the contract strategy and can be involved in the requirement definition along with the contractor (if complexity dictates), which can eliminate unnecessary delays and misunderstandings.

5.3.2.4.3. The ACO and staff provide valuable services that should be carefully considered during contract strategy development. The CRT should be familiar with the services the ACO and their staff perform and continue to look for areas of opportunity and improvement. For matters involving quality assurance, the CRT should involve members from the DCMA. DFAS should be invited in cases where new approaches and techniques may impact contract payment. New and innovative approaches to contract repair are encouraged, but the CRT must ensure all approaches do not adversely impact contractor payment. When appropriate, the use of a Government Purchase Card (GPC) is strongly encouraged under the contract repair initiative.

5.3.2.4.4. As long-term contractual arrangements are pursued, the CRT must give consideration to what impact these arrangements will have on small business. The Small Business Office (SBO) should be involved from the beginning and be a key player in the development of the acquisition strategies. The acquisition strategies must address small business and small disadvantaged business participation both at the prime and subcontracting levels. Small business participation as prime contractors cannot be dismissed without an in-depth market analysis and a written determination which shows significant benefits to the government. Savings in cost of awarding or administration of contracts is not sufficient basis for not reserving an acquisition for small business participation. When an acquisition has been determined to be beyond the capability of small business performance as a prime contractor, the extent of small business, small disadvantaged business and women-owned business participation in contract performance as subcontractors will be addressed during source selection. Consideration will also be given to the use of the incentive, and award fee provisions to maximize both the magnitude and level of sophistication of work subcontracted to small disadvantaged and women-owned small businesses.

5.3.3. Transportation Considerations. Fast transportation means first accomplishing the shipment planning process in the least amount of time and then using express transportation to deliver the shipment to the customer. It requires close coordination among the CRT and the three transportation offices: ALC Transportation and Packaging Management Branch, the DCMA Transportation Office and the contractor. The Transportation and Packaging Management Branch is a member of the CRT and shall devise the transportation strategy for each contract, and will recommend the transportation FAR clauses to be placed in the contract, and prepare a comprehensive explanation of the transportation strategy.

5.3.3.1. DCMA becomes the Cognizant Transportation Officer (CTO) if the CO designates traffic management services to DCMA as identified in FAR 42.302, *Contract Administration and Audit Services – Contract Administration Functions*. When

designated traffic management services authority, DCMA Transportation must determine whether a contractor is capable of performing certain transportation functions. DCMA then sponsors the contractor for access to Government transportation systems for use with Found on Base (FOB) Origin contract terms. Under FOB destination contract terms, the contractor is responsible for meeting shipping requirements.

5.3.3.2. It is extremely important for the CTO to understand the transportation strategy and work closely with the contractor's transportation organization to support the program. The key to a successful transportation strategy is to implement fast transportation. In addition to fast transportation, transit visibility is required throughout the process. The customer should be able to track a requisition until it reaches the final destination.

5.3.3.3. Time standards cover both shipment processing and carrier transit time. The time standards for carrier time vary from one day for domestic shipments to four days to some international destinations.

5.4. Implementation Tools.

5.4.1. TRACKER. TRACKER is an Internet web site that provides users with information from a data warehouse of numerous data systems used by the Air Force. Information in the TRACKER database provides the flight line level user with information on their requisitions. TRACKER works by getting copies of the transactions that are transmitted between the computer systems used to acquire, store, repair and Air Force move assets. These transactions are in military standard formats as defined in MILSTRIP, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), Military Standard Contract Administration Procedure (MILSCAP) and Military Standard Transportation and Movement Procedures (MILSTAMP). TRACKER aligns these transactions according to key data and allows queries to be made via those keys.

5.4.1.1. Contract Repair Award Fee/Past Performance. TRACKER is used to gain insight and assist the ALCs with the management of contract repair performance. Information pulled from TRACKER provides the PCO/PM/PMS/MM with accurate and up-to-date performance information. This allows the ALCs to correctly apply the award fee.

5.4.2. Requirements Projection on the Web (RPOW) for Repair. AFMC RPOW is a list of projected (for four fiscal years) competitive and non-competitive reparable items. RPOW forecast data is for planning purposes only and does not constitute an IFB or RFP, and is not a commitment by the government to purchase the described items.

5.4.3. Contract Repair Metrics and Logistics Response Time (LRT) Analysis. A detailed analysis of LRT will allow the Command to gain insight into reasons for significantly higher than planned LRTs for contract repair items. CRTs should identify these items and analyze the pattern and trends, and possibly analyze contractor repair performance on these items. These items can be analyzed to examine any inconsistency and trends in LRT by using data from the past 12 months. This allows for identification of the consistent items which perform poorly, as well as those that have the potential for becoming serious problems. See AFMCFARS Subpart 5391.3, *AFMC Maintenance, Overhaul, and Maintenance Contracting – Delivery Performance*, for tracking delivery performance and AFMCFARS Subpart

5391.302, *AFMC Maintenance, Overhaul, and Maintenance Contracting - Tracking On-Time Delivery*.

5.4.3.1. Each exchangeable repair contract will establish a data line item which requires a monthly report on the dates of reparable receipts by CLIN, Sub CLIN, or ELIN as appropriate; this requirement also applies for Basic Ordering Agreement (BOA). Include a CDRL (DD Form 1423) request in the PR package for a Depot Maintenance Production Report (DI-ALSS- 80728). The reports will be provided to the appropriate DCMA Production Specialist with copies to the PCO. DCMA will use these reports in calculating firm delivery dates for event-driven delivery schedules. DCMA will periodically validate the dates provided by the contractor.

5.4.3.2. For repair contracts with event-driven schedules (i.e., after receipt of reparable), Automated Contract Preparation System (ACPS-15) will provide an estimated date to MOCAS. This date will be entered into MOCAS with an "E" for estimated. DCMA requires technical specialists to calculate and enter a firm delivery date into MOCAS when the date of reparable receipt is known. The firm date will be indicated as an actual date (code "A") in MOCAS. To the maximum extent possible any specific delivery dates should be negotiated (AFMCFARS Subpart 5391.303, *AFMC Maintenance, Overhaul, and Maintenance Contracting - Delivery Schedule Guidelines*). Do not cite a repair order delivery schedule by reference to the basic contract (i.e., IAW Basic). Exchangeable repair contracts with provisions for modifications require specific CLIN structures when there is multiple output NSNs permitted (See AFMCFARS Subpart 5391.304, *AFMC Maintenance, Overhaul, and Maintenance Contracting - Special CLIN Instructions*). When groups of P/N are input under a specific repair and a specific modification CLIN, and the output parts have different NSNs. Each output NSN must have a separate Sub CLIN. This will permit assigning a completion date to a specific reparable for delivery schedule tracking purposes.

5.4.4. Web Sites. A wide variety of information on Logistics, Finance and Acquisition Reform topics can be obtained on the latest initiatives, sample clauses, changes, lessons learned, questions and answers, etc., by accessing the following web sites:

Table 5.1. Websites for Logistics, Finance and Acquisition Reform Topics.

A4DA	**https://afkm.wpafb.af.mil/ASPs/CoP/EntryCoP.asp?Filter=OO-LG-CD-MM**
AF Knowledge Now	**https://afkm.wpafb.af.mil/ASPs/CoP/Entry.asp?filter=OO**
Logistics	**https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=-998531&command=org**
Finance	**https://km.saffm.hq.af.mil/ASPs/CoP/CostCoP.asp?Filter=OO-FM-MJ-O3**
HQ AFMC/PK	**https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/PK/**
RPOW (Repair)	**http://rpow.wpafb.af.mil/**
DODAAC	**https://dodaac.wpafb.af.mil/**
TRACKER	**https://tracker.wpafb.af.mil/**
Corporate Contracts	**https://www.afmc-mil.wpafb.af.mil/HQ-**

	AFMC/PK/corpcont/mainframe/mainframe.htm
Supply Chain Management	**https://www.hqafmc.wpafb.af.mil/SCM/**

5.5. Contract Repair Team (CRT).

5.5.1. Purpose. This section provides the information necessary to organize a CRT and aid the team in the development of a sound contract repair strategy. The CRT should be established after identification of a new requirement and should remain a team throughout the entire repair effort. While it is the IMS role to evaluate the tradeoffs associated with improved customer support, it is the CRT which provides inputs, advice and recommendations.

5.5.2. Overview. CRT meetings should have clear objectives and should be allotted an appropriate amount of time. Initially the CRT should:

5.5.2.1. Assemble the appropriate team members.

5.5.2.2. Review the asset pipeline and information flow to consider improvements.

5.5.2.3. Read through the CRT Considerations Document and RFP guide to develop the best approach for the PR package and RFP.

5.5.2.4. Assign tasks to all members to complete their responsible parts of the package.

5.5.2.5. Assemble the PR and RFP package.

5.5.2.6. Resolve questions, which occurred in RFP assembly.

5.5.2.7. Coordinate and assist in the approval of the PR/RFP package. A follow-up meeting should be scheduled once the contractor's proposals are received.

5.5.2.8. Evaluate exceptions or other alternatives not considered with the RFP.

5.5.2.9. Assign post-meeting actions and follow-up when items cannot be resolved.

5.5.2.10. Further meetings should be scheduled after award has occurred to:

5.5.2.10.1. Discuss lessons learned.

5.5.2.10.2. Implement future CRT process improvements.

5.5.2.10.3. Provide feedback to the team on the progress of the contractor.

5.5.3. CRT Functions. The main goal of the CRT is to develop the most effective contract. To achieve this goal, functional integration within the team is encouraged. The CRT will collectively define and properly document all contractual requirements (for Unit Compliance Inspection (UCI)). The CRT will review the entire asset pipeline to develop alternative strategies for reducing the flow days and inventory levels at different points in the process. The resulting approaches will often require new thought processes and require CRT members to bring a new perspective to the repair strategy development. Initial contract cost should no longer be the sole measure of merit. With this new strategy, the CRT may simultaneously (as opposed to sequentially) develop the PR, synopsis and solicitation. This will significantly reduce administrative lead-time and eliminate misunderstanding regarding requirements. The CRT will remain active and responsible for overall contract development and execution through the life of the contract. This continuity is critical to work unforeseen problems and monitor contractor performance.

5.5.4. CRT Composition and Roles. The membership of the CRT will vary with the contract repair requirement. As a minimum, the CRT will include the Logistics Management Specialist (LMS), or other designee (PM or Materiel Management Team Lead (MMTL)) as approved by the Supply Chain Manager, CM, IMS, PCO and the PMS.

5.5.4.1. The Program Manager (PM) or Seller PMS when the assets support multiple programs will be the CRT Lead and will facilitate the individual CRT process steps to ensure the PR package is complete and accurate. The CRT Lead will formulate the outline of the requirement for the CRT and execute the duties of the primary action officer. The CRT Lead will formulate the outline of the requirement for the CRT and execute the duties of the primary action officer.

5.5.4.2. The IMS is responsible for total pipeline management, which includes managing assets organically and contractually repaired; forecasting repair requirements; notifying and sending shipping instructions to the contractor(s); providing overall item, systems, or subsystems assessment support; supporting appropriate MAJCOM representatives with item related issues; managing current inventory status and location; monitoring gains and losses to the inventory and ensuring appropriate funding is available.

5.5.4.3. The PMS will ensure the repair effort is accomplished, serve as the interface when more information is required from the customer and monitor the progress during execution of the contract through closeout.

5.5.4.4. The PCO is responsible for developing and executing the solicitations and contracts. They will guarantee the special or unique provisions meet applicable procurement laws and regulations or will pursue waivers and/or deviations to implement when appropriate. Unless otherwise delegated, the PCO will serve as the primary/single face to the contractor on all contract related issues. The PCO is the only team member authorized to direct the contractor to perform work and obligate funds.

5.5.4.5. After these core members review the general asset pipeline characteristics and worldwide position, they will jointly determine the requirement for supplementary team members. Potential team members may come from functional areas that include but are not limited to, the following:

Table 5.2. Potential Team Members.

Financial Management	Transportation Logistics
Program Management	Administrative Contracting Officer
Engineering	Small Business Office
Equipment Specialist	Acquisition Center of Excellence
Competition Advocate	Contractor(s)
Judge Advocate	Loan Control
Using Command Representative	Safety
Foreign Disclosure Policy Office	Packaging and Material Handling
ALC CDM Office	

5.5.5. Contractor involvement is vital to a successful CRT. In sole source situations, the contractor should be invited to participate in CRT discussions once the J&A is approved. In competitive situations, the CRT should determine the appropriate medium to obtain industry

input. Some approaches may include draft solicitation, pre-proposal conferences, and industry days, etc.

5.5.6. Each of the additional team members will participate on the CRT, as required, and apply their specific area of expertise to collectively achieve the goals of contract repair. The CRT should work with open mindedness, creativity and innovation.

5.6. Contract Technical/Repair Screening.

5.6.1. Purpose. The purpose of the AFMC Form 762 is to establish an effective mechanism to determine and document Repair Method Codes (RMC)/Repair Method Suffix Codes (RMSC) and approved sources to support the acquisition of repair sources. An AFMC Form 762 is required to be processed for items having an ERRC code of C, P, S, T, or U. Contract repair screening is required for those items that will be partially or completely contractor repaired. Reparable assets meeting the ERRC code requirement must have been processed through the Source of Repair Assignment Process (SORAP) prior to screening. Screening thresholds will be determined by the ALC and must be consistent with economic considerations and resources. Local ALC policies will be established and published to document screening thresholds as well as processing procedures for Surge, MICAP, and Emergency Purchase Requests (PRs). PRs for contract repair will not be processed unless accompanied by an AFMC Form 762. Copies of the AF Form 762 and supporting documentation will be maintained in a central data master repository until contract close out activities are completed.

5.6.2. The following are specific exemption to the Contract Repair Screening process:

5.6.2.1. FMS peculiar items.

5.6.2.2. Insurance Items.

5.6.2.3. Obsolete items.

5.6.2.4. Phased out items.

5.6.2.5. Items with annual repair values below the thresholds determined by local policy.

5.6.3. Responsibilities.

5.6.3.1. HQ AFMC/A4DA maintains functional responsibility for the Contract Repair Screening Process. HQ AFMC/A4DA will maintain the AFMC Form 762 (including the Repair Data List (RDL)), the instructions to complete the AFMC Form 762, and the policy in this directive as it pertains to the contract repair screening process. In addition, HQ AFMC/A4DA will coordinate training needs with the ALCs and maintain course materials.

5.6.3.2. The Material Support Group at each ALC is responsible for developing processes and procedures for the following: AFMC Form 762 initiation/requests for screening, AFMC Form 762 status, AFMC Form 762 training, an AFMC Form 762 data archive, and Contract Repair Screening policy implementation. The sections/specialties involved in the Contract Repair Screening Analysis are the appropriate seller PMS, the cognizant engineer, equipment specialist, and screening technician. The following describes the responsibilities for each section/specialty involved in the contract repair screening process:

5.6.3.3. The PMS (with input from the IM/MM and ES) is responsible for initiating the contract repair screening and completing Part I of the AFMC Form 762. Specific instructions pertaining to the Seller PMS can be found in **Attachment 9** of this instruction.

5.6.3.4. Equipment Specialist (ES). The ES is responsible for completing Part II of the AFMC Form 762 and reviewing applicable data to determine if adequate repair procedures exist. Specific instructions pertaining to the ES can be found in **Attachment 9** of this instruction.

5.6.3.5. Screening Office. The Screening Office is required to complete Part III of the AFMC Form 762 only if the proper coordination has taken place between the ES, Engineer, and Screening Technician. The appropriate coordination has taken place if the second box of the Data Field has been checked. Specific instructions pertaining to the Screening Office can be found in Attachment 9 of this directive.

5.6.3.6. Cognizant Engineer. The Cognizant Engineer is responsible for completing Part IV of the AFMC Form 762 and for reviewing the information in Parts I through III (if applicable) prior to making a Repair Method Codes (RMC)/Repair Method Suffix Codes (RMSC) determination. Specific instructions pertaining to the Cognizant Engineer can be found in **Attachment 9** to this directive. **Note:** D203/PRPS implementation will change the Contract Technical Repair Screening process. AFMCI 23-102, *Purchase Request/Military Interdepartmental Purchase Request (PR/MIPR) Operations,* is currently being rewritten to include PRPS processes.

6. Adopted Forms:

AF Form 616, *Fund Cite Authorization*

AF Form 406, *Miscellaneous Obligation Reimbursement Documentation (MORD)*

AF Form 1534, *CEMS CDB Report*

AF Form 2691, *Aircraft/Missile Equipment Property Record*

AFMC Form 158, *Packaging Requirements*

AFMC Form 191, *Foreign Disclosure Procurement Decision Worksheet*

AFMC Form 762, *Contract Repair Screening Analysis Worksheet*

AFMC Form 807, *Recommended Quality Assurance Provisions and Special Inspection Requirements*

DD Form 254, *Contract Security Classification Specification, Department of Defense*

DD Form 361, *Transportation Discrepancy Report*

DD Form 1348, *DoD Single Line Item Requisition System Document (Manual)*

DD Form 1348-1A, *Issue Release/Receipt Document*

DD Form 1423-1, *Contract Data Requirements List (1 Data Item)*

DD Form 1423-2, *Contract Data Requirements List (2 Data Items)*

DD Form 1653, *Transportation Data for Solicitations*

DD Form 1662, *DoD Property in the Custody of Contractors*

DD Form 2875, *System Authorization Access Request (SAAR)*

SF 33, *SF 33, Solicitation, Offer and Award*

SF 1403, *Pre-award Survey of Prospective Contractor (General)*

SF 1080, *Vouchers for Transfers between Appropriations and/or Funds*

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFARS 5137, *Service Contracts*

AFI 21-101, *Aircraft and Equipment Maintenance Management*

AFI 23-119, *Exchange, Sale, or Temporary Custody of Non-excess Personal Property*

AFI 24-203, *Preparation and Movement of Air Force Cargo*

AFI 24-202, *Preservation and Packing*

AFI 33-202V1, *Network and Computer Security*

AFI 33-322, *Records Management Program*

AFI 63-101, *Operations of Capabilities Based Acquisition System*

AFI 63-124, *Performance Based Service Acquisitions, PBSA*

AFI 63-602, *Defense Production Act Title 1–Defense Priorities and Allocations System*

AFI 65-503, *US Air Force Cost and Planning Factors*

AFJI 24-210(I), *Packaging of Hazardous Material*

AFJMAN 23-215, *Reporting of Supply Discrepancies*

AFMAN 91-201, *Explosives Safety Standards*

AFMAN 23-110, *USAF Supply Manual*

AFMAN 24-206(I), *Packaging of Material*

AFMAN 33-363, *Management of Records*

AFMCFARS Subpart 5309, *Contractor Qualifications*

AFMCFARS Subpart 5391.3, *AFMC Maintenance, Overhaul, and Maintenance Contracting – Delivery Performance*

AFMCFARS Subpart 5391.302, *AFMC Maintenance, Overhaul, and Maintenance Contracting - Tracking On-Time Delivery*

AFMCFARS Subpart 5391.303, *AFMC Maintenance, Overhaul, and Maintenance Contracting - Delivery Schedule Guidelines*

AFMCFARS Subpart 5391.304, *AFMC Maintenance, Overhaul, and Maintenance Contracting - Special CLIN Instructions*

AFMCI 21-110, *Depot Maintenance Technical Data and Work Control Documents*

AFMCI 21-112, *Repair of Aircraft Engine Critical Parts*

AFMCI 21-113, *Contract Depot Program for Depot Maintenance Activity Group (DMAG)*

AFMCI 21-133 *Depot Maintenance Management for Aircraft Repair*

AFMCI 21-141, *Contract Field Team (CFT) Program*

AFMCI 23-102, *Purchase Request/Military Interdepartmental Purchase Request (PR/MIPR) Operations*

AFMCI 23-112, *Management of Items Subject to Repair (MISTR)*

AFMCI 63-1201, *Implementing Operational Safety Suitability and Effectiveness (OSS&E) and Life Cycle Systems Engineering*

AFPD 10-9, *Lead Command Designation and Responsibilities For Weapon Systems*

AFPD 21-1, *Air and Space Maintenance*

AFTO 349, *Maintenance Data Collection Record*

ASTM E1444-05, *Standard Practice for Magnetic Particle Testing;*

ASME T14.100, *Engineering Drawing and Related Documentation Practices*

Circular A-76, *Office of Management and Budget (OMB), Performance of Commercial Activities*

DOD 7000.14-R, *Financial Management Regulation*

DFARS 204.7105, *Contract Exhibits and Attachments*

DFARS 245.301, *Government Property, Definitions*

DFARS Part 211.274, *Item identification and valuation requirements*

DI-ALSS-81534, *Teardown Deficiency Report*

DI-ALSS-81535, *Deficiency Report*

DI-MGMT-80791, *Aviation Fuel Requirements to Support A/C and Engine*

DI-MGMT-80995, *Maintenance Service Report*

DI-MGMT-81324, *Comprehensive Engine Management System (CEMS) Reporting*

DI-MGMT-81325, *Time Compliance Technical Order (TCTO) Reporting*

DI-MGMT-81326, *Changes to the EJ/FJ Stock Record Account Number (SRAN) Directory*

DI-MGMT-81327, *Certificate of Deletion*

DI-MGMT-81634B, *Commercial Asset Visibility Air Force (CAV AF)/Government Furnished Material Report*

DI-MISC-81371, *Maintenance Data Collection Record (MDCR)*

DI-QCIC-80125B, *Government Industry Data Exchange Program (GIDEP) Alert/Safe-Alert Report*

DI-QCIC-80126B, *Government Industry Data Exchange Program (GIDEP) Alert/Response*

DoD 4000.25-M, *Defense Logistics Management System (DLMS) Supply Standards and Procedures*

DoD 4000.25-1-M, *Military Standard Requisition and Issue Procedures (MILSTRIP)*

DoD 4140.1-R, *Supply Chain Material Management Policy*

DoD 4145.26-M, *DoD Contractor's Safety Manual for Ammunition and Explosives*

DoD 4525.6-M, *MILSTAMP*

DoD 4500.9-R, *Defense Transportation Regulation, Part II, Cargo Movement*

DoD 5010.12-M, *Procedures for the Acquisition and Management of Technical Data*

DoD 5220.22-M, *National Industrial Security Program Operating Manual*

DoDD 5230.24, *Distribution Statements on Technical Documents*

DoDI 5000, *Defense Acquisition Guidebook*

DoDI 5000.2, *Operation of the Defense Acquisition System*

DoDI 8520.2, *Public Key Infrastructure (PKI) and Public Key Enabling*

FAR 17.503, *Special Contracting Methods – Determinations and Findings Requirements*

FAR 42.302, *Contract Administration and Audit Services – Contract Administration Functions*

FAR 45.101, *Government Property – Definitions*

FAR 45.602-1, *Government Property – Inventory Disposal Schedules*

FAR 49.402, *Termination of Contracts*

FAR 6.3, *Competition Requirements - Other than Full and Open Competition*

FAR Part 10, *Market Research*

FAR Part 11.6, *Describing Agency Needs – Priorities and Allocations*

FAR Part 12, *Acquisition of Commercial Items*

FAR Part 15, *Contracting by Negotiation*

FAR Part 16, *Types of Contracts*

FAR Part 17, *Special Contracting Methods*

FAR Part 17.5, *Special Contracting Methods – Interagency Acquisitions Under the Economy Act*

FAR Part 37.602, *Service Contracting – Performance Work Statement*

FAR Part 42.5, *Contract Administration & Audit Services – Post-award Orientation*

FAR Part 45.302-1, *Government Property - Authorizing the Use of and Rental of Government Property*

FAR Part 6, *Competition Requirements*

FAR Part 7, *Acquisition Planning*

FAR Part 9, *Contractor Qualifications*

FAR Part 9.106, *Contractor Qualifications – Preaward Surveys*

FAR Part 14.2, *Sealed Bidding - Solicitation of Bids*

FAR Part 42, *Contract Administration and Audit Services*

MIL-HDBK-245D, *Preparation of Statement of Objective (SOW)*

MIL-HDBK-263*B, Electrostatic Discharge Control Handbook for Protection of Electrical and Electronic Parts, Assemblies and Equipment (Excluding Electrical Initiated Devices*)

MIL-STD 129P(4), *Military Marking for Shipment and Storage*

MIL-STD 1686(C), *Electrostatic Discharge Control Program for Protection of Electrical and Electronic Parts, Assemblies and Equipment (excluding Electrical Initiated Devices)*

MIL-STD 2073-1E, *Standard Practice for Military Packaging*

MIL-STD 794, *Parts and Equipment, Procedures for Packaging and Packing*

MIL-STD-130, *Identification Marking of US Military Property*

MIL-STD-2073-1, *Standard Practice for Military Packaging*

MIL-STD-961A, *Defense and Program-Unique Specifications Format and Content*

MIL-STD-963B, *Data Item Descriptions (DIDs*)

NAS 410, *Non-Destructive Testing Personnel Qualification and Certification*

SAE-AMS2175, *Castings, Classification and Inspection Of*

TO 00-25-4, *Depot Maintenance of Aerospace Vehicles and Training Equipment*

Title 10 United States Code 2410(a), *Requests for Equitable Adjustment or Other Relief Certification*

Title 10 United States Code, Section 2306(c), *Kinds of Contracts*

TO 00-20-1, *Web Access – Aerospace Equipment Maintenance Inspection, Documentation, Policy and Procedures*

TO 00-20-2, *Maintenance Data Documentation*

TO 00-20-3, *Maintenance Processing of Reparable Property and Repair Cycle Asset Control System*

TO 00-25-195, *Source, Maintenance and Recoverability Coding of Air Force Weapons, Systems, and Equipments*

TO 00-25-234, *General Shop Practice Requirements for the Repair, Maintenance and Test of Electrical Equipment (ATOS*)

TO 00-25-240, *Uniform Repair/Replacement Criteria for Selected USAF Support Equipment (SE)*

TO 00-25-4, *Depot Maintenance of Aerospace Vehicles and Training Equipment*

TO 00-35D-54 *USAF Deficiency Reporting Investigation, and Resolution*

TO 1-1-19, *Inspection, Test and Replacement of Vibration Isolators on Equipment in Aircrafts*

TO 1-1A-1 *Engineering Handbook Series for Aircraft Repair*

TO 11A-1-33, *Handling and Maintenance of Explosives Loaded Aircraft*

TO 1-1A-8, *Engineering Manual Series – Aircraft and Maintenance Supply Liaison Repairs – Structural Hardware*

TO 1-1A-9, *Engineering Series for Aircraft Repair Aerospace Metals-General Data and Usage Factors*

TO 33B-1-1, *Non-Destructive Inspection Methods, Basic Theory*

TO 42E1-1-1, *Aviation Hose and Tube Manual*

TO 8-1, *Aircraft and Missile Electrical Systems and Associated Equipment Technical Orders – General*

TO-00-5-1-WA-1, *AF Technical Order System*

Abbreviations and Acronyms

AAC—Acquisition Advice Code

ABCS—Automated Budget Compilation System

ABW—Air Base Wing

ACD—Administrative Commitment Document

ACE—Acquisition Center of Excellence

ACI—Analytical Condition Inspection

ACO—Administrative Contracting Officer

ACPS—15—Automated Contract Preparation System

ADPL—Annual DPEM Program Limitation

AFMC—Air Force Materiel Command

AFWCF—Air Force Working Capital Fund

ALC—Air Logistics Center

AMARG—Aerospace Maintenance and Regeneration Group

AMREP—Aircraft/Missile Maintenance Production Compression Report

API—Application Program Indenture

APP—Agency Peculiar Property

ASI—Amended Shipping Instructions

ATAC—Army Tank Automotive Command

ATP—Acceptance Test Procedures

BEQ—Best Estimate Quantity

BOA—Basic Ordering Agreement

BRAC—Base Realignment and Closure

CAM—Centralized Asset Management

CAO—Contract Administration Office

CAO—Contract Administration Office

CAP—Contractor Acquired Property

CAV AF—Commercial Asset Visibility Air Force

CCN—Contractor Communications Network

CDM—Contract Depot Maintenance

CDMAG—Contract Depot Maintenance Activity Group

CDRL—Contract Data Requirements List

C- E—Communications – Electronics

CEA—Cognizant Engineering Authority

CEMS—Comprehensive Engine Management System

CFE—Contractor Furnished Equipment

CFM—Contractor Furnished Materiel

CFP—Contractor Furnished Property

CFT—Contract Field Team

CI—Credit Indicator

CICA—Competition in Contracting Act

CLIN—Contract Line Item Number

CML—Contract Maintenance Ledger

CO—Contracting Officer

COAL—Customer Order Acceptance List

COMMRI—Communications Routing Identifier

COQ—Customer Order Quantity

CRI—Consolidated Reparable Inventory

CRP—Contract Repair Process

CRT—Contract Repair Team

CSC—Customer Service Center

CSI—Consolidated Serviceable Inventory

CSW—Combat Sustainment Wing

CTO—Cognizant Transportation Officer

D&F—Determination and Funding

D/PK—Depot Level Contracting

DAA—Designated Approval Authority

DAAS—Defense Automated Address Service

DAASC—Defense Automatic Addressing Systems Center

DAASO—Defense Automatic Addressing System Office

DAL—Data Accession List

DAMES—DAASC Automated Message Exchange System

DCAA—Defense Contract Audit Agency

DCMA—Defense Contract Management Agency

DFAR—Defense Federal Acquisition Plant Regulation

DFARS—Defense Federal Acquisition Regulation Supplement

DID—Data Item Description

DID—Data Item Description

DISO—Defense Information Systems Office

DLA—Defense Logistics Agency

DLMS—Defense Logistics Management System

DMAG—Depot Maintenance Activity Group

DMBP—Depot Maintenance Business Plan

DMISA—Depot Maintenance Interservice Support Agreement

DMO—Data Management Office

DMP—Depot Maintenance Production

DoD—Department of Defense

DOR—Delivery Order Request

DPEM—Depot Purchase Equipment Maintenance

EA—Engineering Assignment

EEIC—Element of Expense Investment Code

ELIN—Exhibit Line Item Number

EPA—Economic Price Adjustment

ERRC—Expandability Recoverability Reparability Category

ES—Equipment Specialist

ESD—Electrostatic Discharge

EZ—Contract's Activity Address Code

FAD—Force Activity Designator

FAR—Federal Acquisition Regulation

FAX—Facsimile

FCF—Functional Flight Check

FCRN—Fund Classification Reference Number

FDPO—Foreign Disclosure Policy Office

FM—Financial Management

FMR—Financial Management Review

FMS—Foreign Military Sales

FOB—Found on Base

FRL—Full Range List

FSC—Federal Stock Class

GFE—Government Furnished Equipment

GFM—Government Furnished Materiel

GFP—Government Furnished Property

GIDEP—Government Industry Data Exchange Program

GOTS—Government off the Shelf

GP—Government Property

GPC—Government Purchase Cards

GSA—General Services Administration

GSD—General Support Division

HAZMAT—Hazardous Material

I&E—Inspection and Evaluation

ID—Indefinite Delivery

IDIQ—Indefinite Delivery Indefinite Quantity

IFB—Invitation for Bid

IMACS—Interservice Material Accounting and Control System

IMS—Inventory Management Specialists

IPE—Industrial Plant Equipment

ISO—International Standards Organization

J&A—Justification and Approval

JA—Judge Advocate (Legal Office)

JQR—Justification for Qualification Requirements

LCO—Loan Control Officer

LM—Local Manufacture

LMS—Logistics Management Specialist

LP—Local Purchase

LRC—Latest Repair Cost

LRT—Logistics Response Time

LRU—Line Replaceable Unit

MAJCOM—Major Commands

MCA—Materiel Control Activity

MDS—Mission Design Series

MICAP—Mission Capable

MIICS—Master Item Identification Control System

MILSCAP—Military Standard Contract Administration Procedure

MILSPECS—Military Specifications

MILSTAMP—Military Standard Transportation and Movement Procedures

MILSTRAP—Military Standard Transaction Reporting and Accounting Procedures

MILSTRIP—Military Standard Transaction Requisitioning and Issue Procedures

MIPR—Military Interdepartmental Purchase Request

MISTR—Management of Items Subject to Repair

MRPR—MISTR Repair Data

MM—Materiel Manager

MMAC—Materiel Management Aggregation Code

MMTL—Materiel Management Team Leader

MOA—Memorandum of Agreement

MOASP—Management and Oversight of the Acquisition of Services Process

MOCAS—Mechanization of Contract Administration Services

MOD—Modification

MOD—Modification

MOI—Missing on Induction

MORD—Miscellaneous Obligation Reimbursement Document

MP&E—Maintenance, Planning and Execution

MR—Master Repository

MRL—Materiel Requirements List

MSD—Materiel Support Division

MUCO—Materiel Utilization Control Organization

NAVSISA—Navy Supply Information Systems Activity

NDI—Non-Destructive Inspection

NHA—Next Higher Assembly

NIIN—National Item Identification Number

NSN—National Stock Number

NSS—National Security System

NTE—Not to Extend

O&A—Over and Above

O&M—Operation and Maintenance

OASD—Office of the Assistant Secretary of Defense

OBAN—Operating Budget Account Number

ODC—Ozone Depleting Chemical

ODS—Ozone Depleting Substance

OEM—Original Equipment Manufacturer

OMB—Office of Management and Budget

OMEI—Other Major End Items

OPE—Other Plant Equipment

OPR—Office of Primary Responsibility

OSS&E—Operational Safety, Suitability, and Effectiveness

OSSF—Other Services Stock Fund

PA—Property Administrator

PAOC—Post-award Orientation Conference

PAOT—Post-award Orientation Team

PAS—Pre-award Survey

PBD—Presidential Budget Decision

PBR—Program and Budget Review

PBSA—Performance Based Services Acquisition

PBSC—Performance Based Service Contracts

PC—Personal Computer

PCARSS—Plant Clearance Automated Reutilization Screening System

PCN—Program Control Number

PCO—Procuring Contracting Officer

PDM—Periodic Depot Maintenance

PIIN—Procurement Instrument Identification Number

PIN—Part or Identification Number

PK—Contracting

PKI—Public Key Infrastructure

PLCO—Plant Clearance Officer

PM—Program Manager

PMS—Production Management Specialist

POM—Program Objective Memorandum

PPBE—Planning, Programming, Budgeting, and Execution

PR—Purchase Request

PRSL—Purchase Request Support List

PVA—Product Verification Audits

PWS—Performance Work Statement

QASP—Quality Assurance Surveillance Plan

QPA—Quantity Per Assembly

QR—Qualification Requirements

RBL—Readiness Based Leveling

RDL—Repair Data List

RDS—Records Disposition Schedule

REQ—Required

RFI—Request for Information

RFP—Request for Proposal

RFQ—Request for Quote

RGC—Repair Group Category

RIMCS—Reparable Item Movement Control System

RMC—Repair Method Codes

RMSC—Repair Method Suffix Codes

RPOW—Requirements Projection on the Web

RSC—Reimbursement Source Code

SAF—Secretary of the Air Force

SBO—Small Business Office

SCM—Supply Chain Management

SDS—Service Delivery Summary

SE—Support Equipment

SF—Standard Form

SIQ—Schedule Input Quantities

SIRS—Secondary Item Requirements System (D200A)

SLP—Suggested List Price

SM—Single Manager

SMAG—Supply Management Activity Group

SMBA—Supply Management Business Area

SOO—Statement of Objectives

SOR—Source of Repair

SOS—Source of Supply

SOW—Statement of Work

SPD—System Program Director

SPI—Single Process Initiative

SPM—System Program Managers

SQS—Source Qualification Statement

SRAB—Statistical Risk Avoidance Benefit

SRAN—Stock Record Account Number

SRU—Shop Replaceable Unit

SSS—Sources Sought Synopsis

SSSC—Special Stock Control System

ST—Special Tooling

STE—Special Test Equipment

TAC—Transportation Account Code

TCN—Transportation Control Number

TCTO—Time Compliance Technical Orders

TI—Technical and Industrial Support Directorate

TMS—Type Model Series

TO—Technical Order

TRC—Technology Repair Centers

UCA—Undefinitized Contract Actions

UMMIPS—Uniform Materiel Movement and Issue Priority System

UND—Urgency of Need Designator

UR—Unsatisfactory Report

URC—Unit Repair Cost

USP—Unit Sales Price

UUT—Units Under Test

VE—Value Engineering

WBS—Work Breakdown Structure

WCF—Working Capital Fund

WPAFB—Wright Patterson Air Force Base

Attachment 2

REPAIR ACQUISITION PREPARATION AND EXECUTION GUIDE

A2.1. Purpose. This appendix guides the CRT in ensuring all areas of the Uniformed Contract Format have been addressed concerning repair contracts. The first section concentrates on the CRT and the subsequent sections address specific contract formats and completion of the PR. Contract format information can be found in the FAR, Part 14.2, *Sealed Bidding - Solicitation of Bids*.

A2.2. Contract Repair Teams.

A2.2.1. Does the CRT include at a minimum: MMTLs, PMSs, PCOs, IMS and the supplementary functional members as deemed necessary? Note: Supplementary members may include the Program Director Representative, FM Representative, Competition Advocate, Equipment Specialist, Engineer, Using Command Representative, Acquisition Center of Excellence (ACE) Representative, Packaging and Materials Handling Office, Transportation Logistics Management and/or Contractor (for sole source buys), Technology and Industrial Support Directorate (TI), Safety office, LMS/PM, Quality Assurance, Staff Judge Advocate (JA), Foreign disclosure policy office and any supporting IMS.

A2.2.2. Has the IMS reviewed all aspects of the pipeline in order to achieve an acceptable level of issue effectiveness at the base? Note: The IMS should perform a pipeline analysis to determine the specific aspects of the repair pipeline needing improvement. The IMS should identify the findings to the CRT.

A2.2.3. What problems/issues have arisen under the current contract that needs to be corrected? Note: Have there been problems with GFM/parts/reparables? Have delays been experienced in DCMA acceptance? Have there been deficiency reports?

A2.2.4. Did the team review/identify candidate areas that need improvement? **Note**: The CRT should consider if the weapon system Total Not Mission Capable for Supply (TNMCS) is too high? Is it in the Critical Item Program? Are Mission Capable (MICAP) hours significant? Is the item in a buy position? Will the item remain in the inventory?

A2.2.5. Has market research been conducted to determine if commercial items are available to satisfy any of the requirements?

A2.2.6. What type of contract best fits the requirement?

A2.2.7. Will a draft RFP be used to solicit suggestions/ideas from potential bidders (competitive actions)?

A2.2.8. Will the contract be sole source? If so, develop and attach the J&A prepared IAW the Competition in Contracting Act (CICA).

A2.2.9. Does the CRT deem a multiple source strategy more appropriate?

A2.2.10. If other prospective contractors can possibly support the requirement, is a pre-award survey planned to gather additional information for the CRT?

A2.2.11. Can the CRT develop electronic connectivity with contractors and potential bidders for solicitation, contract award and deliverables? Note: Electronic connectivity that could include issuance of solicitations and/or contracts should be sought and encouraged.

Electronic communications provides tremendous opportunity for passing data and streamlining business arrangements.

A2.2.12. Can other requirements be consolidated for greater leverage and flexibility in the solicitation, i.e. Corporate Contract or Strategic Sourcing? Note: A Corporate Contract is a long-term contract with pre-established pricing that consolidates requirements with a single contractor.

A2.2.13. Are all NSNs with possible requirements for this system covered on this PR?

A2.2.14. Have new and innovative approaches been coordinated with key players such as DCMA/DFAS/DCAA?

A2.2.15. Can the CRT develop a multi-year contract for the requirement? Note: Multi-year contracts (5-10 years) are encouraged with quality performing contractors. The CRT should actively pursue contract arrangements for a minimum of 5 years with a goal toward 10.

A2.3. Uniform Contract Format.

A2.3.1. PART 1 – Schedule.

A2.3.1.1. Section A – Solicitation, Offer and Award.

A2.3.1.1.1. Has the invitation for bids been prepared on a Standard Form 33, *Solicitation, Offer and Award*? Note: The SF 33 is the first page of the solicitation and includes Section A of the uniform contract format. When the SF 1447, *Solicitation/Contract*, is used as the solicitation document, ensure the name, address, and location of issuing activity as well as the time specified for receipt of bids in reflected in Agency Use Field of the SF 1447. If the SF 33 and SF 1447 are not used, the following information is mandatory for the first page of the solicitation: Name, address, and location of issuing activity (include building and room number where bids are to be submitted); Invitation for Bids number; date of issuance; time specified for receipt of bids; number of pages; requisition or other purchase authority; requirement for bidder to provide its name and complete address, including street, city, county, state, and ZIP code; and a statement that bidders should include the address to which payment should be mailed, if the address is different from that of the bidder.

A2.3.1.2. Section B – Supplies or Services and Prices/Cost.

A2.3.1.2.1. Is GFM or GFE required by the contractor and in the best interest of the Government? Note: Air Force and DoD policy states contractors will furnish all material required for the performance of government contracts; however, the government can furnish material to a contractor when it is determined to be in the best interest of the government.

A2.3.1.2.2. Does training need to be provided on the mandatory use of the CAV AF System? Notify the appropriate ALC CM as early as possible to determine and schedule appropriate CAV AF training requirements.

A2.3.1.2.3. Does the CRT agree that the funding strategy provides the greatest flexibility for the repaired item?

A2.3.1.3. Section C –Description/Specification/Performance Work Statement (PWS).

A2.3.1.3.1. Does the contract use a PWS? Note: The CRT should use a PWS in competitive repair efforts. The PWS can be beneficial in sole source environments when a complete or fresh review of the requirement is needed. This ensures the Government is not unnecessarily constraining the contractor's repair efforts and use of commercial applications. The PWS should include work requirements, including quality, security, acceptance, and testing requirements.

A2.3.1.3.2. Does the PWS maximize commercial practices? Note: The CRT must consider all possible commercial practices when and if applicable. Commercial applications include but are not limited to: commercial repair practices/processes, commercial packing and packaging, commercial certification (self-certification of processes/product) and commercial contracts (FAR Part 12).

A2.3.1.3.3. Did the CRT eliminate; to the maximum extent possible, the use of Military Specifications/Standards? Note: The CRT must review all applicable Military specifications/standards and carefully consider elimination and replacement of requirements with commercial specifications/standards. The application of peculiar Military specifications/standards adds process time and dollars to the repair effort. In most cases an acceptable commercial practice is adequate.

A2.3.1.3.4. Are all referenced commercial standards, documents and TOs current and complete?

A2.3.1.3.5. Are standard commercial safety practices requested? Note: Remember to include special requirements and inspection, i.e., Safety of Flight TCTO.

A2.3.1.3.6. Where specifications are necessary, does the contract use performance oriented specifications? Note: Performance oriented specifications provide an avenue for design improvements without changing the contract. A performance-based specification lists the form, fit, function and interface (F3I) of the items and lets the contractor work within those constraints to design the item. When performance must be specified, the CRT should consider use of performance oriented specifications under the following conditions: when the item involves fast changing technology such as electronics or computers, when the item is procured in higher quantities, and when there are numerous possible design approaches for the item. Engineering should be involved early in the process and should be consulting with the CRT often regarding F3I, configuration management, etc.

A2.3.1.3.7. Does the contract include contractor incentives to reduce flow days? Note: The contract should emphasize the desire to reduce pipeline flow days. Try to identify what aspects of the repair requirement need laid-in piece parts. Reduction of pipeline days directly impact the number of assets needed in the supply pipeline. The CRT should flow out (number of days) movement of assets from the user (base) to the repair facility and back looking for opportunities to reduce/eliminate excessive days. The Production Management community will identify the source of flow days negotiated with the contractor (historical records from previous contracts, industry standards, etc.) and document agreed upon flow days in the repair contract. Contract repair flow days will also be recorded in CAV AF. PMSs are required to review contractor flow day repair requirements quarterly to ensure repair contractors are on target. This review will be documented in the contract repair folder.

A2.3.1.4. Section D – Packaging and Marking.

A2.3.1.4.1. Are commercial packaging options considered or applicable for the contracting action? Note: Provide packaging, packing, preservation, and marking requirements as applicable.

A2.3.1.5. Section E – Inspection and Acceptance.

A2.3.1.5.1. Are standard commercial quality and inspection practices requested? Note: Quality system requirements are stated in terms of performance attributes and translated in Section L – Instruction to Bidders, and Section M – Evaluation Criteria. Specifications and Standards Reform along with the Single Process Initiative (SPI), allows ALCs to propose any quality system which meets the RFP performance specifications and can be audited by the applicable DCMA activity. ALCs have the flexibility to use a basic quality system or advanced quality practices to remain competitive with commercial suppliers. An example of a basic quality system is one of the models within the International Standards Organization (ISO) 9000 series.

A2.3.1.5.2. Are there provisions in the RFP to allow bidders to respond with alternative business, management and/or manufacturing processes or allow bidders to propose previously approved DoD SPI? Note: SPI in manufacturing includes soldering, welding, non-destructive inspection, torque specs, and material standards. SPI examples in business and management include cost control systems.

A2.3.1.5.3. Are first production tests or special ATPs being requested? Note: If so, allow enough notification time before testing to allow government inputs into the test planning. Ensure ATPs or test reports are using the correct funding. Clarify any requested flight test requirements to include flight crew composition.

A2.3.1.5.4. Is it possible and/or practical to implement contractor final inspection of the item on behalf of the Air Force (contractor certification)?

A2.3.1.6. Section F – Deliveries or Performance.

A2.3.1.6.1. Does the CDRL reduce unnecessary data requirements? Note: The CRT must review and scrutinize all contract data requirements and ensure all data required is absolutely necessary. Outside of the required CAV AF asset/material reporting any other information/data requirements should be appropriately justified.

A2.3.1.6.2. Does the RFP include the CDRLs required to evaluate the contractor's product quality, cost and schedule performance? Note: Contract clauses need to consider possible savings through evaluation of the contractor's in-process performance at the contractor's facility. Informal reviews are preferred over formal reviews.

A2.3.1.6.3. Have the proper delivery format for CDRL items been selected, such as TCTOs?

A2.3.1.6.4. Are the DIDs current and appropriate? Note: Consider extensive use of contractor format on CDRLs. Modify the DIDs to save cost where possible, IAW MIL-STD-963B.

A2.3.1.6.5. Have CDRL options been considered for the out-years when funding or requirements are uncertain?

A2.3.1.6.6. Does the contract allow for "shipment on demand"? Note: Once assets are repaired and in serviceable condition, the contract should authorize the contractor to ship them based on a prioritized customer demand, i.e., valid requisition.

A2.3.1.6.7. Does the contract allow for prioritized repair? Note: The contract should allow for redirection by the Government as repair priorities change with time. This is an important consideration of the CRT. Prioritization will ensure that in the event of competing resources a methodology exists to ensure the most important requirement is repaired first.

A2.3.1.6.8. In reference to speed and economy, is the most effective commercially available transportation method used? Note: The contract should support the most effective method to return the item to government inventory when needed. The contract should not direct a specific mode, but request the most expedient method within a time goal. Fast transportation means fastest means possible, which does not necessarily mean overnight air. Fast Transportation applies to all movement points in the pipeline.

A2.3.1.6.9. Does the contract authorize direct shipments? Note: It is vital to eliminate any unnecessary movement of reparable or serviceable assets. The CRT must assess the value anytime the assets go through an intermediate location.

A2.3.1.6.10. Does the contract contain aspects that would result in reduced inventories? Note: Items to consider include: allowing for Consolidated Serviceable Inventory (CSI)/Consolidated Reparable Inventory (CRI) at the contractor's facility (if computed by Reliability Based Logistics), allowing delivery from the contractor directly to the user, incentives for fast repair response by the contractor and/or incentives to support responsiveness to change in quantity demands.

A2.3.1.6.11. Does the contract provide incentives for reduced repair time? Note: An element of the overall pipeline time is that required to actually repair the item. The CRT (led by the contractor in this review) should look for all wait/stop points in the repair process and determine what changes can improve this time.

A2.3.1.6.12. Does the contract consider past performance in selecting contractor incentives? Note: The CRT must review and assess a contractor's past performance in considering potential SOS (in competitive situations). The CRT should also review past performance of sole source actions. In cases of poor performance, the CRT should carefully review why the action is sole source and look for ways to ensure future competitions.

A2.3.1.6.13. Does the contract provide contractor performance incentives in other areas? Note: There are many opportunities in which the contractor can receive incentives. These range from improved performance in terms of faster repair and return time to improved reliability. It will be the CRTs responsibility to look for incentive possibilities and then assess the value associated with them. While incentives have not been used extensively in repair contracts they should still be considered by the CRT and proposed when appropriate.

A2.3.1.6.14. Does the product delivery schedule conflict with other delivery schedules, such as ATP or other data requirements? Note: The delivery schedule needs to adequately state the delivery requirements.

A2.3.1.6.15. Is a MRL and other logistics support documents applicable? Note: Maintenance acceleration/compression requirements and Aircraft/Missile Maintenance Production Compression Report (AMRP) must be clearly defined.

A2.3.1.6.16. Is an item subject to bailment and/or separate maintenance agreements?

A2.3.1.6.17. Has the CRT considered where the final support location of the item will be and specific support requirements for that location? Note: If the system will transfer to organic repair during the life of the requirements contract, be sure to include the contract clauses and deliverables required for transition of the workload from contract to organic.

A2.3.1.7. Section G – Contract Administration Data.

A2.3.1.7.1. If other funds besides customer direct cite are on the PR, are the line items identifiable to appropriate paragraphs in the Appendix A or PWS?

A2.3.1.7.2. For MOD installs, are the correct funds paying for safety of flight, receipt of aircraft, fuel, etc.?

A2.3.1.8. Section H – Special Contract Requirements.

A2.3.1.8.1. Is the contract with an overseas contractor? Note: If the contract is with an overseas contractor, add the following remarks: "Employment of Third Country Nationals: Contractor must obtain prior authority from the Procuring Contracting Office to employ third country nationals in the performance of this contract. Third country nationals in the performance of this contract may be citizens of the United States, residents of the home country of this contractor, or citizens of another foreign nation. Contractor may discuss potential employment with prospective third country nationals on this contract to determine qualifications. However, no firm offer shall be made without written approval from the PCO. Subcontracting to Third Country Firms: Contractor must obtain prior authority from the PCO before subcontracting with firms owned or controlled by third countries in connection with this contract (third countries are considered to be those other than the United States or the home country of this contractor)." No US Government information will be disclosed to third country firms without the written approval of the PCO.

A2.3.2. PART II – Contract Clauses.

A2.3.2.1. Section I – Contract Clauses.

A2.3.2.1.1. Does the Statistical Risk Avoidance Benefit (SRAB) analysis recommend a product warranty? Note: An experienced analyst should perform SRAB.

A2.3.2.1.2. Is the issue of foreign disclosure applicable? Note: Use AFMC Form 191, if foreign disclosure is an issue.

A2.3.2.1.3. Have incentives been included in the contract to promote value engineering? Note: The contract should have incentives to apply value engineering

contract clause provisions and applications. Contract incentives combined with the value engineering clauses can result in contractor improvements and cost savings without compromising technical requirements or changing interfaces.

A2.3.3. PART III – List of Documents, Exhibits and Other Attachments.

A2.3.3.1. Section J – Representations, Certifications and Other Statements of Bidders.

A2.3.3.1.1. If applicable, have solicitation provisions that require representations, certifications, or the submission of other information by the bidders been detailed in this section?

A2.3.3.2. Section K – Instructions, Conditions and Notices to Bidders.

A2.3.3.2.1. If applicable, have solicitation provisions and other information and instructions not required elsewhere been addressed in this section?

A2.3.3.3. Section L – Evaluation Factors for Award.

A2.3.3.3.1. Has the CRT established the source selection procedures to be used?

A2.3.3.3.2. Has consideration been given to inclusion of the Demonstration of Responsibility Clause?

A2.3.3.3.3. Is the liquidated damages clause required? Has the anticipated dollar damage the government would sustain been documented? Note: It is AFMC policy that this clause be used on MOD/PDM, and aircraft engine overhaul contracts where timely delivery is of the utmost importance. If this is an aircraft PDM overhaul contract, then state "Liquidated damages and payment for accelerated delivery clauses will be included in the contract."

A2.3.3.3.4. Does the package require a Maintenance Data Collection Record? Note: Use AFTO 349. If waived, cite authority for waiver. A copy of the waiver must accompany the PR package when submitted for CRT review; however, the waiver letter is not part of the PR package.

A2.3.3.3.5. Are all other mandatory requirements covered and have they been coordinated? Note: Additional on Aircraft; AF Form 1534, *CEMS CDB Report*, DI-MGMT-81324, *Comprehensive Engine Management System (CEMS) Reporting*. DI-MGMT-81326, *Changes to the EJ/FJ Stock Record Account Number (SRAN) Directory*, and DI-MGMT-81327, *Certificate of Deletion*, DI-MGMT-80791, *Owned Aviation Fuel Requirements to Support A/C and Engine*, AFTO Form 349, *Owned Aviation Fuel Stock Report* and the DI-MISC-81371, *Maintenance Data Collection Record (MDCR).* DI-QCIC-80125B, *Government Industry Data Exchange Program (GIDEP) Alert/Safe-Alert Report* and DI-QCIC-80126B *Government Industry Data Exchange Program (GIDEP) Alert/Response*) are required on all planning PRs over $100,000, unless the contractor is a member of the GIDEP.

A2.3.3.3.6. Should another CRT meeting be held to ensure problems discovered at the initial CRT meeting are resolved before release of the PR package? Note: Consider matters which require elevation to higher authority for resolution.

A2.4. Purchase Request (PR) Considerations.

A2.4.1. Purchase Request (PR). The following section provides the information required for the completion of the AFMC Form 36.

A2.4.1.1. The AFMC Form 36 and the Continuation Sheet; will be prepared by the PMS. The reverse side of the form will be used as a continuation of fields on the front. If additional space is required, use the continuation sheet or plain bond paper marked "continuation sheet" top center of the page. The PR number will be listed in upper left corner of the page.

A2.4.1.1.1. Page Numbers. Insert in the upper right hand corner, including any continuation pages and total number of pages (example: Page 1 of 5 pages). This includes only the PR and plain continuation sheets; it does not include attachments or exhibits.

A2.4.1.1.2. Determine whether or not organic capability is available. If not, ensure documentation is placed in NSN folder. Note: CRT should discuss the proper amount of documentation needed for justification.

A2.4.1.1.3. Make certain all NSNs with possible requirements for this acquisition include all alternate part numbers, nomenclature and stock list price.

A2.4.1.1.4. The CRT should discuss the applicability of a requirements contract and consider the basic/option year(s) period.

A2.4.1.1.5. The CRT should discuss the range of quantities/levels assigned to the CRI and the CSI based upon Readiness Based Leveling (RBL) and the Best Estimated Quantity (BEQ). If applicable, the CRT should ensure these quantities are flexible enough to cover both an increase and decrease in requirements [min (minimum quantity should be zero)/max].

A2.4.1.1.5.1. Quantities need to reflect the BEQ for the basic period as well as the BEQ for each option year. If it is an IDIQ, there is a need to identify the minimum contract amount and the maximum contractual quantity.

A2.4.1.1.5.2. PR needs to specify the exact minimum order amount and the maximum order amount (not to be confused with the min/max discussed above).

A2.4.1.1.6. If first production testing or ATPs are required, allow enough time before testing to allow for government planning. Ensure the correct funding is used when using ATPs or test reports.

A2.4.1.1.7. Minimum essential requirements are needed to evaluate the contractor. Note: Contracting agencies may not use specifications or conditions that are unduly restrictive. Plans, drawings, specification, standards or purchase descriptions must state only the government's actual "minimum needs."

A2.4.1.1.8. The delivery schedule should adequately state the delivery requirements. Note: Under a performance-based environment, this will be addressed as a unit of time.

A2.4.1.1.9. All fund cites should be correctly annotated on the PR.

A2.4.1.1.10. The liquidated damages clause may or may not be required (consult a PCO). If actual damages can be determined then the liquidated damage clause is not

required. The actual dollar damage the government would sustain should be documented. Note: Code Field should contain IMS Mgr Description, Type Requisition, MMC/MMAC, BRC, IMC and BAC codes.

A2.4.1.2. AFMC Form 36 Field Descriptions:

A2.4.1.2.1. Procurement Activity (PROC ACTY) Field (1). Leave blank if services will be procured locally. If the PR will be procured by another activity insert the applicable six-digit activity code.

A2.4.1.2.2. Type PR Field (2). Enter the appropriate two-digit type PR code.

A2.4.1.2.3. Priority Field (3). Enter "R" for routine, "A" for emergency or "B" through "E" for urgent.

A2.4.1.2.4. Date Field (4). Date prepared. Leave blank until PR is approved by CRT.

A2.4.1.2.5. Standard Document Number (SDN) Field (5A).

A2.4.1.2.6. PRPS PR Number Field (5B). Purchase request number. Enter the PR number, which consists of the six-digit ALC address code, the current fiscal year followed by a five-digit serial number. Example: FD2060-99-10010. (Note: The same request number must not be applied to more than one basic PR).

A2.4.1.2.7. Amendment No. Field (6). Enter 00 on all basic PRs.

A2.4.1.2.8. Code Field (7A). Insert these required symbols in the following order:

A2.4.1.2.8.1. IMS. Enter the one position alphabetical division designation. (First position of PMS Code)

A2.4.1.2.8.2. Manager Description (MGR DES). Enter two-position alpha/numeric Production Management specialist code.

A2.4.1.2.8.3. Type Requirement (TYPE REQMT). Enter 2 for routine and 3 for Foreign Military Sales.

A2.4.1.2.8.4. MMAC. Enter the alpha code for the system being supported.

A2.4.1.2.8.5. Other.

A2.4.1.2.9. Purpose Field (7B). Enter a paragraph stating the purpose of the PR.

A2.4.1.2.10. Item No. Field (8A). Enter the item numbers in sequence beginning with the number 0001. Sub-items may be shown by adding a maximum of two alphabetic characters starting with AA through ZZ. Example: 0001AA. Amendments to add stock-numbered "sub line items" will not be accepted if the basic item is pseudo-coded.

A2.4.1.2.11. Description Field (8B). The first line of each item in the description field must have the published or approved NSN with the affixed Air Force MMAC when applicable. In the absence of an NSN; the NC, ND or K number appears on first line. When an NSN, NC, ND, or K number is not applicable cite the appropriate two digit alpha pseudo code. When an NSN, NC, ND or K number is entered as a line item, the following information shall be included: Nomenclature and P/N.

A2.4.1.2.12. AMC/AMSC Field (8C). Leave blank.

A2.4.1.2.13. RAMC/RMSC Field (8D). Self Explanatory.

A2.4.1.2.14. Quantity Field (8E). Insert the number of units of each line item to be repaired. For requirement type PRs the quantity will always be the BEQ. For other type the quantity will vary.

A2.4.1.2.15. Unit of Issue Field (8F). Insert the unit of issue upon which the price is based. Data will always be "LOT".

A2.4.1.2.16. Estimated Unit Price Field (8G). Use the latest contract price plus the guidance within local regulation for estimating acquisition cost for repair purposes, to obtain an estimated unit price.

A2.4.1.2.17. Estimated Total Price per Line Item Field (8H). Estimated Total Price per line item (Planning PRs will always be $00.).

A2.4.1.2.18. Total Field (9). Enter sum of the Estimated Unit Price field (Planning PRs will always be zero.) NOTE: GFM cost will be obligated by using local ALC MORD execution procedures.

A2.4.1.2.19. Item No. Field (10A). Enter applicable line item number from the Item No. field (8A).

A2.4.1.2.20. Required (REQ) Field (10B). Enter "R" only for AFMC use. “R” means “Required”.

A2.4.1.2.21. Delivery Schedule Field (10C). In establishing delivery dates for items, consider a realistic repair lead-time which includes history from prior repair contracts and any knowledge of unusual problems that may affect delivery. CRP and Aircraft Repair Enhancement Program (AREP) tenets should determine the required schedule. For urgent or emergency PRs indicate the actual need date, no matter how unrealistic from a delivery standpoint, is shown on the PR. When data deliveries are required enter "IAW DD Form 1423”.

A2.4.1.2.22. Ship To, Mark For and MILSTRIP Data Fields. Identify as a contract repair item with project code 879.

A2.4.1.2.23. Ship To Field (11A(1)). When shipping instructions are to be included on the PR enter here. If there is not enough space for the shipping and marking instructions, insert "See reverse of AFMC Form 36,“ or "see attached shipping instructions." Direct shipments to using activities (through freight forwarder) must be stipulated in support of FMS unless HQ USAF authorizes deviation or when determined to be in the best interest of the government.

A2.4.1.2.24. Mark For Field (11A(2)). Must include the information IAW AFM 67-1 as appropriate. On PRs for FMS contractor repair and return efforts, when document number information is not available the following information will be entered as part of the Mark For information: "Contractor shall cite the requisition number received with the repairable unit."

A2.4.1.2.25. MILSTRIP Data Field (11B).

A2.4.1.2.26. Remarks Field (12). Used to furnish information to the PCO for which no other area has been provided on the PR. If space is insufficient, place remarks on

plain bond paper and mark it as an attachment to the PR. The CRT should list all applicable tenets that apply. The following are not mandatory but recommended:

Table A2.1. Remarks Field.

Authority. (FY__ Contract Maintenance Program)	Procurement Buyer's name, office symbol, and telephone number.
Identify appropriate Quality requirements.	Identify all attachments.
List recommended sources and Cage Codes. (Normally a minimum of 3 for competition)	Identify if GFP is/is not required.
Any other pertinent remarks applicable to specific type of PR	Enter appropriate security classification.
If special tools/special test equipment is not authorized, specify that contractor must furnish all tools and test equipment.	Any desired contract options must be identified. For maintenance of equipment applicable to the AFMC 5-year operating policy, add: "Recommend a contract for this equipment be negotiated under the 5-year operating policy." Pertinent information to support anticipated requirements for the out years will be included as a part of the PR package (include estimated dollar value for each of the out years). Requirements for each item for each out year will be included or a statement added that out year quantities are the same as basic year.
Advance and planning PRs specify estimated total dollar value (including options) and breakout by fiscal year. Specify quantities associated with each fiscal year. (If Sole Source, should match total dollar value of J&A)	File Number from Acquisition Plan must be provided.
When GFM is authorized, add the following comments:	
-1- Parts and material will be furnished IAW Appendix B, file number.	
-2- The CAV AF reporting is mandatory, requiring PKI certification for system utilization.	
-3- Training will be provided on CAV AF, if required.	Specify work specifications: Appendix A or PWS file number.
Data Requirements.	Do Value Engineering requirements apply?
State if royalties currently exist.	MRL is/is not required.
Identify if STE is authorized.	If follow-on contract, cite current contract number and expiration date. Reference planning PR that established current contract on funding ALC copy only.

State if contractor is member of GIDEP.	If aircraft PDM overhaul contract, state "Liquidated damages and payment for accelerated delivery clauses will be included in the contract."
The following statement is required on all off-base funding documents: "Forward a copy of all obligating documents to the appropriate DFAS office."	Multiple Source Strategy is/is not applicable.
Identify the Synopsis Code.	Identify if DD Form 254 is required.

A2.4.1.2.27. Line Item No. Field (13A). Enter corresponding line number from the Item No Field (8A).

A2.4.1.2.28. Accounting Classification Field (13B): **Note:** Obtain the complete accounting classification(s) from the program analyst (funds management).

A2.4.1.2.29. Approvals Field (14). The signature(s) will be obtained by initiator, prior to final submission to L_K, depending on the dollar values. For Planning PRs, the signature level is based on the total contract amount.

A2.4.1.3. Delivery Orders. New PRs for Delivery Orders will also be prepared on AFMC Form 36. New PR numbers will be used on individual Delivery Orders. When preparing a new PR for a Delivery Order the following are applicable: line items begin with 0001 in Item No Field (8A), all line items funded on the delivery order will cite the CLIN in Description Field (8B), delivery and shipping instructions will be according to basic contract, the funds citation will be entered in the Accounting Classification Field (13B), obtain approving signatures, enter the Buyer's name and office symbol in Remarks Field (12) and all Delivery Order(s) process the same as Planning PRs.

A2.4.1.4. CAV AF reporting is required on all Depot Maintenance contracts. DMISA workloads will not be reported in CAV AF but will be reported in IMACS. Software repair performed as part of an overall CDM repair or programmed maintenance should be reported in CAV AF to capture accurate repair costs. Contract labor to perform software-only repairs does not require CAV AF reporting and will be tracked at the NSN level of accountability.

A2.4.1.5. Attachments to PR. Whenever possible, attachments will be prepared on approved forms designed for such use. Otherwise, they will be prepared on plain reproducible paper (AFMC Form 36 will not be used to prepare attachments). The applicable PR number will be placed in the lower right hand corner of each page of the attachments, unless there is a space provided on the form. Attachments to Planning PR will be as follows:

A2.4.1.5.1. Continuation sheets from face page of PR (i.e., shipping schedule, remarks, etc.) should be accomplished on bond paper and attached.

A2.4.1.5.2. Other specifications and directives governing technical aspects shall be attached as required.

A2.4.1.5.3. If a trial installation, test kit proofing, modification installation, or repair will be performed at an on-site base by the contractor, a Memorandum of Agreement (MOA) will be signed and attached.

A2.4.1.5.4. AFMC Form 191.

A2.4.1.5.5. Attach software approval form if applicable.

A2.4.1.5.6. Ensure all required quality assurance review documentation (AFMC Form 807) and appropriate coordination signatures are included.

A2.4.1.5.7. A representative from the Transportation Office should be included in the CRT in order to discuss requirements and to provide all necessary Transportation forms.

A2.4.1.5.7.1. DD Form 1653, *Transportation Data for Solicitation*, should be attached.

A2.4.1.5.7.2. Any notes/recommendations and/or instructions as provided by the Transportation Specialist may be annotated on DD Form 1653 or attached. Note: Fast Transportation should be included in all contract repair contracts. Contact the Transportation Office if there are any questions or problems.

A2.4.1.5.8. A representative from the Packaging Office should be included in the CRT in order to discuss requirements and to provide all necessary packaging forms.

A2.4.1.5.8.1. Commercial packaging for direct shipments should be considered (determination to be made IAW MIL-STD-2073-1 by the responsible packaging management function).

A2.4.1.5.8.2. Attach Packaging Requirements (AFMC Form 158, *Packaging Requirements)*, during PR coordination cycle.

A2.4.1.5.9. Market research for all PRs. Annotate whether FAR Part 12 (consider contractor payment) or FAR Part 15, *Contracting by Negotiation*, (the CRT must justify and annotate in the CRT minutes) will be utilized.

A2.4.1.5.10. The PMS and PCO shall ensure a copy of the CRT meeting minutes is maintained in the contract file and PMS's contract folder.

A2.4.1.6. Appendix A/PWS. The PWS will state directions and procedures the contractor must follow to perform the work requirements, including quality, security, acceptance and testing requirements. MIL-HDBK-245D, *Preparation of Statement of Work (SOW)*, contains guidance for creating a completed contract PWS applicable to any material acquisition life-cycle phase. It also covers the PWS preparation for non-personal services contracts. The PWS should include the scope of repair work and contract repair tenets that are agreed upon by the CRT and to be applied to the acquisition. **Note:** It is important the CRT considers the additional charges a contractor proposes for requested data as breaching the 75% of the Suggested List Price (SLP) not economical to repair threshold. If the CRT decides to repair beyond the threshold, clear and thorough justification should be included with appropriate management signature levels for dollar threshold. The following should be considered when preparing an Appendix A:

A2.4.1.6.1. Work Specification/PWS should be attached.

A2.4.1.6.2. Conformance Requirements may be required (incorporate in the PWS). If not, the Conformance Requirements Document and related CDRLs should be attached.

A2.4.1.6.3. Ensure all referenced technical orders and other documents are current and complete.

A2.4.1.6.4. Include contractor requirements for access to and use of CAV AF production and GFM reporting and requisitioning. Note: This requires a CDRL and DID. System requirements and instructions should be addressed in Appendix B or CAV AF PWS.

A2.4.1.6.5. MICAPs will be identified to the contractor and work priorities will be set by direction of the PMS/MM to ensure "repair on demand" versus "batch repairs".

A2.4.1.6.6. MM/PMS will provide shipping instructions by FAX or other electronic means to the contractor within XX days (XX is locally determined) before contractor's proposed shipment date.

A2.4.1.6.7. Contractor will be allowed to retain condemned units for spare parts cannibalization.

A2.4.1.6.8. All potential destinations will be listed on the PR and Appendix A so the contractor can have labels prepared in advance of MM/PMS shipping instructions.

A2.4.1.6.9. Specification changes and minor modifications will be handled under "Over and above Work Procedures" and will be incorporated by the PCO as Changes Orders for ACO definitization under "Over and Above".

A2.4.1.6.10. Request that "best delivery" be considered as an evaluation factor in competitive PRs.

A2.4.1.6.11. If the CRT decides to include CSI as a tenet, the Contractor may act as the CSI to store serviceables and will ship to the field upon demand within two (2) working days after MM/PMS (or software system) gives the demand.

A2.4.1.6.12. Contractor will be allowed to move components among reparable end items to expedite repair versus maintaining serial number integrity.

A2.4.1.6.13. Include the Deliverable Data Requirements list as attachment # 1 to Appendix A.

A2.4.1.6.14. Include the DODAAC list as attachment # 2 to Appendix A.

A2.4.1.6.15. Product audits (Product Verification Audits (PVA)) may be needed.

A2.4.1.7. Appendix B. Government Property Management is required if the CRT decision is made to include GFM. The Appendix B is required on all contracts. Coordination with DCMA is required if there are any contract repair specific and/or unusual arrangements regarding GFM to which the ACO must agree or authorize. Note: CCN reporting must be addressed in Appendix B. The following should be considered when preparing an Appendix B:

A2.4.1.7.1. Appendix B should be tailored to the particular repair acquisition.

A2.4.1.7.2. GFM Supportability should be addressed by the CRT and decisions annotated in the CRT minutes.

A2.4.1.7.3. Requisitioning process coding instructions in Appendix B must be clear and comprehensive.

A2.4.1.7.4. Instructions to fill out DD Form 1348, *DoD Single Line Item Requisition System Document*, must be included in Appendix B when the contractor is returning government property.

A2.4.1.7.5. Excess GFM disposition instructions that are contrary to the existing directives should be decided upon by the CRT. Excess GFM disposition instructions should be clearly outlined in Appendix B.

A2.4.1.7.6. Address the condemnation and disposition of all GFM.

A2.4.1.7.7. If contractor will be allowed a pool of serviceable items or major long-lead components, outline applicable guidance.

A2.4.1.7.7.1. Contractor may be authorized a pool of serviceable items to speed the repair process.

A2.4.1.7.7.2. Contractor may be authorized a pool of major long-lead components to speed the repair process.

A2.4.1.7.7.3. Contractor may be authorized to requisition $_____ worth of GFM immediately upon award of the contract.

A2.4.1.7.7.4. If available, a listing of GFM, GFE, STSTE, or any other GFP must be included. Notes: If GFM is provided; NSN, P/N and quantity should be annotated. Need to identify the categories of GFM (EOQ, RECOVERABLE authorized to MIL-STRIP, or RECOVERABLE, if GFE/ST/STE are provided, NSN, PN, quantity, condition code, unit price and contract line item (if available) should be annotated, specify availability and plan of action to ship to contractor by need date, specify whether GFE, ST/STE is serviceable or not and indicate plan of action to return item(s) to serviceable condition by need date, advance funding for CFM may be required in the amount of $____, and express transportation may be required for initial GFM.

A2.4.1.7.7.5. Contractor will be authorized to maintain the initial stock level of GFM throughout the life on the contract unless the level is subsequently changed.

A2.4.1.8. Appendix C.

A2.4.1.8.1. The Safety Office should provide Appendix C in the standard format.

A2.4.1.8.2. Peculiar safety requirements based on type of program are to be included in Appendix C. **Note:** The file number should match the PR number (and Appendix A number) provided by the PMS.

A2.4.1.9. Data Requirements. The DD Form 1423 will be prepared per DoD 5010.12-M and approved by appropriate data management authority. All data requirements included must be necessary for the administration of the resulting repair contract. The CRT should consider special Data requirements for each repair acquisition. The CRT must consider

data cost and eliminate any unnecessary data. The following are usually required for repair acquisitions but are not inclusive:

A2.4.1.9.1. DI-MGMT-81634B, CAV AF will be used for GFM and end item transactions.

A2.4.1.9.2. DI-MISC-81371.

A2.4.1.9.3. DI-MGMT-80791. Additional Data Requirements for Aircraft: Aviation Fuel Requirements to Support A/C and Engine. Not used for Aircraft commodities; however, for actual contracts on Aircraft, it is applicable.

A2.4.1.9.4. DI-MGMT-81324; DI-MGMT-81325, *Time Compliance Technical Order (TCTO) Reporting,* DI-MGMT-81326, and DI-MGMT-81327. Additional Data Requirements for Engines: Comprehensive Engine Management System (CEMS) Reporting.

A2.4.1.9.5. DI-QCIC-80125B and DI-QCIC-80126B are for all contractors who are not members of the GIDEP. This CDRL item is required on all Planning PRs over $100,000.

A2.4.1.9.6. DI-MGMT-80995, *Maintenance Service Report*. Be certain to attach CDRL for Actual Contractor Flow days on all requirements/ordering repair/overhaul acquisitions.

A2.4.1.9.7. DI-ALSS-81534, *Teardown Deficiency Report* and DI-ALSS-81535, *Deficiency Report.* Be certain to attach the CDRL on all requirements/ordering repair/overhaul acquisitions.

A2.4.1.9.8. Identify criteria for DD Form 1423. Instructions for inspection and acceptance POCs as well as methods of transmittal must be included on each CDRL requirement.

A2.4.1.10. Schedule.

A2.4.1.10.1. Input/output schedule should be realistic in consideration of skills, personnel, training, and availability of government-furnished tooling, test equipment, government equipment, and GFM. If tooling, test equipment, government equipment, and GFM cannot be provided in a serviceable condition, in time to meet schedule, then the schedule is unrealistic and should be revised. The delivery schedule should be based on the MMs requirements. If the contractor cannot meet the requirements, a second source may be needed.

A2.4.1.10.2. CRT should provide Buyer/PCO a realistic delivery schedule based on GFE/ST/STE availability, phase-in considerations of a new contractor and projected input to contractor on task (delivery) orders.

A2.4.1.10.3. The CRT should consider a “ramp-up” type schedule with decreasing target flow days over a defined time period to aid in new contractor’s phase-in process.

A2.4.1.11. Government in-house PAS. The CRT will comply with the in-house PAS concept as referenced in this instruction. The CRT should outline all elements of compliance on plain bond paper and attach it to the PR.

A2.4.1.12. Qualification Requirements. Qualification Requirements are included in AFMCFARS Subpart 5309, *Contractor Qualifications*.

Attachment 3

CONTRACT MAINTENANCE SEQUENCE OF EVENTS FOR MOD/PDM AIRCRAFT AND ENGINE OVERHAUL

A3.1. Sequence of Events and OPRs. Are listed as a guide and may vary by ALC to fit peculiar operating conditions. However, the total number of days allowed for contract actions must be adhered to. The milestones are predicated upon a negotiated competitive procurement, estimated to exceed $100,000, and employing a RFQ type solicitation. For negotiated procurements over $2 million dollars, add 15 days to each action from numbers 1-36. For source selection, add 35 days to each action from numbers 1-36; the standard days for procurement action would be from that point to contract award at day 0. The total standard days are established by HQ AFMC/PK. The number of days for internal procurement actions within the total standard may be established locally.

Table A3.1. Pre-Award Contract Maintenance Sequence of Events.

OPR	Seq No.	Pre-contract Award Actions	Days Before Contract Award	
			Begin	End
Sustainment Wing, Group, and/or Squadron/SPM/PMS	1	Conduct System Review	418	411
Sustainment Wing, Group, and/or Squadron/SPM/PMS	2	Prepare/Revise Inspection Requirements	411	365
Sustainment Wing, Group, and/or Squadron/SPM/PMS	3	Prepare and Present DLM Items	411	365
Sustainment Wing, Group, and/or Squadron/SPM/PMS	4	Develop Proposed MOD/PDM Program	365	321
Sustainment Wing, Group, and/or Squadron/SPM/PMS	5	Assist the PMS	365	321
Sustainment Wing, Group, and/or Squadron/SPM/PMS	6	Extend Invitation to Workload Conference	335	325
Sustainment Wing, Group, and/or Squadron/SPM/PMS	7	Hold Workload Conference	321	318
Sustainment Wing, Group, and/or Squadron/SPM/PMS	8	Document Requirement Based Workload Conference in MP&E	On 1st schedule cycle after 318	
Sustainment Wing, Group, and/or Squadron/PMS	9	Formally Advise contracting and Commodity Council(s) of Contract Requirements	317	316

Sustainment Wing, Group, and/or Squadron/PMS	10	Request and Accumulate Data for Work Specifications/ PR Package	315	181
Sustainment Wing, Group, and/or Squadron/PMS	11	Prepare Initial Appendix A (Work Requirements)	315	285
Sustainment Wing, Group, and/or Squadron/SPM/PMS	12	Obtain Appendix B (Supply) from CDM Policy Office	315	285
SE	13	Prepare Appendix C (Safety)	315	285
Sustainment Wing, Group, and/or Squadron/PMS	14	Forward Appendix A for Concurrence and/or Comment	284	284
Sustainment Wing, Group, and/or Squadron/PMS	15	Forward Appendix B for Concurrence and/or Comment	284	284
SE	16	Forward Appendix C for Concurrence and/or Comment	284	284
Sustainment Wing, Group, and/or Squadron/FM/SE	17	Review, Concur and/or Comment on Appendix A	283	269
Sustainment Wing, Group, and/or Squadron/FM	18	Review, Concur and/or Comment on Appendix B	283	279
Sustainment Wing, Group, and/or Squadron/FM	19	Review, Concur and/or Comment on Appendix C	283	269
Sustainment Wing, Group, and/or Squadron/PMS	20	Update Appendix A Based on Comments Received	268	261
Sustainment Wing, Group, and/or Squadron/SPM/PMS	21	Update Appendix B Based on Comments Received	268	261
SE	22	Update Appendix C Based on Comments Received	268	261
Sustainment Wing, Group, and/or Squadron/SE	23	Forward Updated Appendix A and Appendix C to PMS	260	260
Sustainment Wing, Group, and/or Squadron/ES	24	Request or Prepare MRL/CRISL/FRL/T&TE/GFE	259	235
Sustainment Wing, Group, and/or Squadron/FM/ES	25	Review MRL/CRISL/FRL/T&TE/GFE	234	227
Sustainment Wing, Group, and/or	26	Determine Dollar Value of GFM to be Provided	234	227

Squadron		Contractor		
Sustainment Wing, Group, and/or Squadron	27	Accumulate GFE	225	90
Sustainment Wing, Group, and/or Squadron	28	Identify Minimum Acceptable Qualifications of Contractor		
Sustainment Wing, Group, and/or Squadron/PK	29	Make Presentation	225	223
Sustainment Wing, Group, and/or Squadron	30	Consolidate All Data in to Complete PR Package	218	208
Sustainment Wing, Group, and/or Squadron	31	Provide Draft of Procurement Package to CRT Members and Establish Data for Meeting	207	207
FM/FMPO	31A	Determine if PR Package is releasable for Foreign Industry Involvement	207	200
FM	32	Conduct CRT Meeting	200	199
Sustainment Wing, Group, and/or Squadron	33	Finalize PR Package	199	185
Sustainment Wing, Group, and/or Squadron	34	Obtain Signatures on PR	185	181
Sustainment Wing, Group, and/or Squadron	35	PR Coordination Cycle	181	166
Sustainment Wing, Group, and/or Squadron	36	Receive PR Package	165	165
Sustainment Wing, Group, and/or Squadron	37	Review PR	165	160
Sustainment Wing, Group, and/or Squadron	38	Develop Procurement Plan	165	139
Sustainment Wing, Group, and/or Squadron	39	Request Briefing Dates	148	148
Sustainment Wing, Group, and/or Squadron	40	Review/Approve Procurement Plan	139	132
Sustainment Wing, Group, and/or Squadron	41	Review Solicitation	132	128

Squadron/PK				
Sustainment Wing, Group, and/or Squadron	42	Mail Pre-invitation Notices	128	128
Sustainment Wing, Group, and/or Squadron	43	Brief ALC CC	127	126
Sustainment Wing, Group, and/or Squadron	44	Brief AFMC Senior Staff & Commanders	125	124
Sustainment Wing, Group, and/or Squadron	45	Prepare and Distribute Solicitation	123	115
Sustainment Wing, Group, and/or Squadron	46	Conduct Pre-proposal Conference	101	100
Sustainment Wing, Group, and/or Squadron	47	Notify Contracting of GFE to be Changed to CFE	67	59
Sustainment Wing, Group, and/or Squadron	48	Amend Solicitation if Required	58	54
Sustainment Wing, Group, and/or Squadron/PK	49	Open Bids/Proposals	44	44
Sustainment Wing, Group, and/or Squadron	50	Negotiate with Contractors/Select contractor	44	26
DFAS/Sustainment Wing, Group, and/or Squadron	51	Commit Funds	26	23
Sustainment Wing, Group, and/or Squadron	52	Complete contract	26	21
Sustainment Wing, Group, and/or Squadron	53	Selection of Post-award Orientation Team	25	18
JA	54	Staff Judge Advocate Review	22	20
PK	55	PMC Review	19	12
PK	56	AFMC PKC Review	11	4
PK	57	Submit Report of contract $5 Million and Over	4	3
Sustainment Wing, Group, and/or Squadron	58	Award Contract		

Table A3.2. Post Award Contract Maintenance Sequence of Events.

OPR	Seq No.	Actions	Post-award Days	
			Begin	End
Sustainment Wing, Group, and/or Squadron	1	PCO Advise ACO of Post-award Support	1	1
Sustainment Wing, Group, and/or Squadron	2	Release Tooling, GFE, SE Unserviceable End Item	1	90
Sustainment Wing, Group, and/or Squadron	3	Post-award Orientation Team in Place	3	3
Sustainment Wing, Group, and/or Squadron	4	Deliver Tech Data File and MRL to CAO for Release to Contractor	3	3
Contracting Officer	5	Obtain DODAAC or validate DODAAC is in active status, obtain RIC, if required	3	10
DCMA	6	Monitor Establishment of Stock Record and Input of Initial GFM	3	90
Sustainment Wing, Group, and/or Squadron	7	Preproduction Planning Meeting	5	5
DCMA/Sustainment Wing, Group, and/or Squadron	8	Post-award Orientation Conference	6	20
Sustainment Wing, Group, and/or Squadron	9	Forward Technical Data Package	10	15
Sustainment Wing, Group, and/or Squadron	10	Monitor GFM Follow-on Support	90	Until Contract is Complete

Attachment 4

CHECKLIST FOR CONTRACT REPAIR TEAM (CRT) MEETING

A4.1. Checklist: Been developed for guidance to personnel preparing PRs and may be varied depending upon the nature of the requirements.

A4.2. Nature and History of Repair Item:

A4.2.1. Has the team discussed the acquisition concept for this program, i.e., PBSA or non-PBSA, GFM, GFE, contract length, whether end item is serviceable on input, insurance policy concept? If not, does the PR reflect the concept of Appendix A?

A4.2.2. What items are involved and how do they fit into the system (end item)?

A4.2.3. What programs and using commands are supported? Is there a sense of urgency involved and why?

A4.2.4. Have we previously contracted this work out and if so who was our contractor, contract number? What was the experience with this contractor?

A4.2.4.1. Did the contractor meet the original contract schedules? If not, state if government or contractor or both were responsible for delays. Identify each delay and the cause and corrective action taken. State whether or not additional corrective action remains to be taken. If schedule was extended by contract modification, identify the consideration for such a modification, if applicable. If contractor was paid for claim, explain.

A4.2.4.2. Were the problems due to the nature of the item, the contractor, or the government?

A4.2.4.3. What type of contract was it? Was it satisfactory?

A4.2.4.4. Were engineering problems involved? If so, state the problem and how resolved.

A4.2.4.5. Did transportation/traffic management adversely affect the program? If so, identify the problem and how it was resolved.

A4.2.5. What is the Air Force estimated unit of cost to do the job and how was it calculated? How does this compare with the price of a new item? (75 percent acquisition cost factor may show here.)

A4.3. PR Package:

A4.3.1. Are all NSNs with possible requirements for this system covered on this PR?

A4.3.2. Is a requirements contract being asked for? If not, should it be asked for? If the system will transfer to organic repair during the life of the requirements contract, be sure to include the contract clauses for transition of the workload from contract to organic.

A4.3.3. Are quantities flexible enough to cover both an increase and a decrease in requirements (min/max)?

A4.3.4. Are the first production testing or ATPs being asked for? If so, allow enough notification time before testing to allow government planning? (If you have ATPs or test reports ensure the correct funding is used.)

A4.3.5. Are minimum essential requirements needed to evaluate the contractor?

A4.3.6. Does the delivery schedule conflict with other delivery schedules, such as ATPs or other data requirements? Does the delivery schedule adequately state the delivery requirements both in time and quantities?

A4.3.7. If other funds besides CDM are on the PR, are the line items identifiable to appropriate paragraphs in the Appendix A or PWS?

A4.3.8. For MOD installs, are the correct funds paying for safety of flight, receipt of aircraft, fuel, etc.?

A4.3.9. If a copy of solicitation is needed, add a remark requesting a copy of the solicitation before mailing to sources.

A4.3.10. Type of contract required and source selection procedures to be used?

A4.3.11. Are contract clauses needed to cover evaluation of the contractor's performance at the contractor's facility?

A4.3.12. Have considerations been given for inclusion of Demonstration of Responsibility Clause? The responsibility of potential contractors must always be considered.

A4.3.13. Is the liquidated damages clause required? If actual damages can be determined then the liquidated damage clause is not required. Has the actual dollar damage the government would sustain been documented? It is AFMC policy that this clause be used on MOD/PDM and aircraft engine overhaul contracts where timely delivery is of the utmost importance.

A4.4. Remarks Field:

A4.4.1. The Remarks Field (AFMC Form 36) is used to furnish information to the contracting Buyer for which no other field has been provided on the PR. If space is insufficient, place remarks on plain bond paper and mark it as an attachment to the PR. As a minimum, the following information will be included in the Remarks Field prior to the submission of the PR for review by the CRT:

A4.4.1.1. Authority for procurement (FY____ Contract Maintenance Program).

A4.4.1.2. Contracting Buyer, office symbol, and phone number: This should be on front page of the AFMC Form 36.

A4.4.1.3. Source of repair/addresses. If sole source, so indicate and attach justification and approval prepared IAW CICA.

A4.4.1.4. Quality requirements. Note. Must be same as those in Appendix A or PWS.

A4.4.1.5. Data requirements. Add a statement that "Data requirements apply to each year and shall be separately priced." If multiple exhibits are included that do not apply to each year, state which exhibits apply to out-years.

A4.4.1.6. Preservation and packing: The contractor shall comply with preservation, packing, and packaging instructions stipulated on or attached to the AFMC Form. The contractor shall comply with the MIL-STD-130N, *Identification Marking of US Military Property*.

A4.4.1.7. Value engineering requirements do apply. State if royalties currently exist.

A4.4.1.8. If GFM is not authorized; specify that contractor will furnish all parts and material. If authorized, see Appendix B section.

A4.4.1.9. If ST/STE is not authorized; specify that contractor must furnish all ST/STE. If authorized, see Appendix B section.

A4.4.1.10. Any desired contract options (normally a 120-day and/or 50 percent quantity). For maintenance of equipment applicable to the AFMC 5-year operating policy, add: "Recommend a contract for this equipment be negotiated under the 5-year operating policy." Pertinent information to support anticipated requirements for the out-years will be included as a part of the PR package (this involves the estimated dollar value for each of the out-years). In addition, the requirements (quantity) for each item for each out-year will be included or a statement added that the out-year quantities are the same as basic year.

A4.4.1.11. AFTO 349, (if waived, cite authority for waiver). A copy of the waiver must accompany PR package when submitted for CRT review; however, the waiver letter is not part of the PR package. Ref. AFMCR 66-15, *Product Performanc*e.

A4.4.1.12. MRL is/is not required.

A4.4.1.13. Advance and planning PRs. Specify estimated total dollar value (including options) and breakout by fiscal year. Specify quantities associated with each fiscal year.

A4.4.1.14. Specify work specifications. Appendix A or PWS file number.

A4.4.1.15. When GFM is authorized add the following comments:

A4.4.1.15.1. Parts and material will be furnished IAW Appendix B.

A4.4.1.15.2. CAV AF is required for GFM and end item reporting

A4.4.1.15.3. Training will be provided on CAV AF, if required. For additional information, contact the CAV AF OPR.

A4.4.1.16. Listing of all attachments to PR package.

A4.4.1.17. If follow-on contract, cite current contract number and expiration date. Reference planning PR that established current contract on FM copy only.

A4.4.1.18. Specify safety requirements IAW Appendix C.

A4.4.1.19. Contracts with overseas contractor. Add the following remarks:

A4.4.1.19.1. "Employment of Third Country Nationals: Contractor must obtain prior authority from the PCO to employ third country nationals in the performance of this contract. (Third country nationals in the performance of this contract may be citizens of the United States, residents of the home country of this contractor, or citizens of another foreign nation). Contractor may discuss potential employment with

prospective third country nationals on this contract to determine qualifications. However, no firm offer shall be made without written approval from the PCO."

A4.4.1.19.2. "Subcontracting to Third Country Firms: Contractor must obtain prior authority from the PCO before subcontracting with firms owned or controlled by third countries in connection with this contract (third countries are considered to be those other than the United States or the home country of this contractor). No US Government information will be disclosed to third country firms without the written approval of the PCO."

A4.4.1.20. Acquisition plan number (if applicable).

A4.4.1.21. For competitive PRs, the following comments are required:

A4.4.1.21.1. Add attachment to Remarks Field, which spells out the special standards of responsibility IAW AFMCI 23-102.

A4.4.1.21.2. State responsible individual's name, title, location office symbol and telephone number that can be contacted for review of specifications, standards, plans drawings, and any other pertinent documents, if those documents are not forwarded with PR.

A4.4.1.21.3. State whether PAS is requested. Indicate which office(s) should be contacted to attend.

A4.4.1.22. Warranty IAW AFMC Form 618, *Warranty Clause Application*, is/is not required. If aircraft PR, attach reporting instructions IAW local guidance.

A4.4.1.23. State if contractor is member of GIDEP.

A4.4.1.24. If aircraft PDM overhaul contract, state "Liquidated damages and payment for accelerated delivery clauses will be included in the contract."

A4.4.1.25. The following statement is required on all off-base PRs, "Forward a copy of all obligating documents to DAO-DE/FC (zip code)."

A4.4.1.26. Multiple source strategy is/is not applicable.

A4.5. Attachments to PR:

A4.5.1. When possible, attachments will be prepared on approved forms designed for such use. Otherwise, they will be prepared on plain reproducible paper (AFMC Form 36 will not be used to prepare attachments). The applicable PR number will be placed in the lower right hand corner of each page of the attachments, unless there is a space provided on the form. Attachments to planning PR will be as follows:

A4.5.1.1. Continuation sheets from face page of PR, (i.e., shipping schedule, remarks, etc.) shall be accomplished on bond paper and attached.

A4.5.1.2. Other specifications and directives governing technical aspects shall be attached, as required.

A4.5.1.3. MOA will be signed and attached if the contractor will perform trial installation, testing kit proofing, modification installation, or repair at an on-site base.

A4.5.1.4. AFMC Form 191, if applicable.

A4.5.1.5. ODC statement. ODC statement is included in the Quality Assurance Inspection Requirements.

A4.5.1.6. Is the software approval form attached?

A4.6. Appendix A, Performance Work Specification:

A4.6.1. The work specification will be obtained by the PMS with input from the technician and the engineer when appropriate. The PWS will state specific directions and procedures the contractor must follow to perform the work requirements, including quality, security, and acceptance and testing requirements. The PWS cannot allow the contractor to determine the work required or the TO or directive that applies. Specific information pertaining to PWSs can be found in FAR Part 37, Section 602, *Service Contracting*.

A4.6.2. Standard format and general content.

A4.6.3. Standard PWS and quality requirements.

A4.6.4. Special work requirements and inspection; i.e., Safety of Flight TCTO.

A4.6.5. If aircraft MOD/PDM, are there any special agreements with using commands? If so, list them and any peculiarities involved. (Consider classified matters.)

A4.6.6. Are all referenced TOs and other documents current and complete?

A4.6.7. Are all inspection and work requirements definitized? If not, when will they be? Does Appendix A cite the date required for final test of the units being repaired?

A4.6.8. Are maintenance acceleration/compression requirements, inspections, and AMREP reporting clearly defined?

A4.6.9. Are flight test requirements clearly and adequately defined? Is the flight crew composition clearly identified to specify government crews?

A4.6.10. Applicable TO listing:

A4.6.10.1. General.

A4.6.10.2. TCTOs (Class IV Mods).

A4.6.10.3. TCTOs (Class V Mods).

A4.6.11. Are there any conflict between TOs and work specifications? Which applies? How resolved?

A4.7. Appendix B, Supply Information:

A4.7.1. Appendix B is required if GFM is provided on CDM funded repair contracts. If GFM is provided, the CRT will document justification for the record why it is in the best interest of the government to provide GFM.

A4.7.2. GFM support.

A4.7.2.1. What is the plan for GFM support? Will it be available to support maintenance schedule?

A4.7.2.2. If new contractor is anticipated, can incumbent also be supported if there is an overlap? Indicate plan (phase in/phase out) by line item. List items requiring rework.

A4.7.2.3. Is there an MRL, full range listing, contractor required initial support list? Is it updated and adequate? How was it developed?

A4.7.2.4. Identify GFM line items which may become a problem. Will long supply assets be furnished as GFM? Was there a history of difficulties with GFM on current or previous contract? If so, identify. State if problems concerned late receipt of GFM by contract, defective GFM or improperly labeled GFM. State corrective actions taken and required.

A4.7.2.5. Have provisions for CAV AF reporting been adequately identified?

A4.7.3. Requisitioning:

A4.7.3.1. Are instructions clear?

A4.7.3.2. If new contractor, have requirements personnel been selected to assist in establishing supply operations and ensure contractor understands procedures? If not, when will selection be made? What are the procedures to be followed in event of parts shortage?

A4.7.4. Excess GFM disposition. Are there any special instructions contrary to existing directives? Why?

A4.7.5. Condemnation disposition.

A4.7.6. Production problems.

A4.7.7. GFE:

A4.7.7.1. Is a listing of equipment to be furnished to contractor included? Is a list available by stock number, quantity, condition, and contract item number?

A4.7.7.2. Are instructions to fill out DD Form 1348 included in Appendix B when returning APP?

A4.7.7.3. Have the items of equipment, ST/STE been listed and categorized IAW this instruction?

A4.7.7.4. Is a facilities contract being written to contractually authorize contractor's use of industrial type facilities?

A4.7.8. Is spelling correct, terminology clear and understandable?

A4.8. Appendix C, Safety:

A4.8.1. Standard format.

A4.8.2. Peculiar safety requirements based on type of program.

A4.8.3. Are all referenced TOs and other documents current and complete?

A4.9. DD Form 1423, *Contract Data Requirements List (CDRL)*:

A4.9.1. The CDRL will be documented per DoD 5010.12-M and approved by appropriate data management approval authority. The following items are usually required but the list is not all inclusive:

A4.9.1.1. DI-MGMT-81634B, CAV AF. CAV AF Reporting is required for GFM and end item reporting.

A4.9.1.2. Additional Requirements for Aircraft Maintenance Contracts:

A4.9.1.2.1. AF Form 1534, DI-MGMT-81324, *CEMS CDB Report*, DI-MGMT-81326 and DI-MGMT-81327.

A4.9.1.2.2. DI-L-7023D, *Aircraft/Missile Maintenance Status Report*.

A4.9.1.2.3. Aviation Fuel Requirements to Support A/C and Engine, DI-MGMT-80791.

A4.9.1.2.4. DI-ILSS-80675, *Maintenance Acceleration and Compression Plan.*

A4.9.1.2.5. AFTO Form 349, DI-MISC-81371.

A4.9.1.3. DI-QCIC-80125B andDI-QCIC-80126B. Required on all Planning PRs over $100,000 unless contractor is member of GIDEP.

A4.9.2. Are mandatory requirements covered and have they been coordinated?

A4.9.3. What special reports or dates are listed? Are they necessary? Will they provide all the necessary production status reporting required by the ALC?

A4.9.4. Is AFI 21-101, *Aircraft and Equipment Maintenance Management* and TCTO compliance reporting required?

A4.9.5. Identify inspection criteria for DD Form 1423. Develop instructions on inspection and acceptance points and methods of transmittal. Are each of these data items separately priced?

A4.9.6. Tear Down Deficiency Report (Need Data DID).

A4.10. Technical Data Package:

A4.10.1. Is the data adequate? If not identify. What has been or is being done to correct or complete it? When will it be completed?

A4.10.2. When will the data be available (as a package)?

A4.10.3. List any specific areas that need explanation or clarification to the PCO or contractor.

A4.10.4. Has foreign disclosure approval been received for all data to be released on contracts with foreign country involvement?

A4.11. Government Equipment and ST/STE:

A4.11.1. Government furnished or contractor furnished?

A4.11.2. Identify items required (by quantity and unit price if GFE). Specify needed date.

A4.11.3. If Government furnished, is it available or not? Is it serviceable so the contractor can use it upon receipt?

A4.11.3.1. If at incumbent contractor's facility, indicate the date it will become available (by line item) to new contractor.

A4.11.3.2. Does this meet the requirement of a new contractor? Indicate date needed by new contractor to meet turn-around time?

A4.11.3.3. Are all items serviceable? Indicate reparable items and plan for repairs. When will repaired items be available (schedule)?

A4.11.3.4. What plans, if any, have been made to provide technical assistance to contractor?

A4.11.3.5. Is the item subject to bailment and separate maintenance agreements?

A4.12. Manning Requirements (New Contractors):

A4.12.1. What skills and quantity will be needed (time phased schedule) to meet input/output schedule?

A4.12.2. Do recommended sources have skills available?

A4.12.3. List special training requirements, if any.

A4.13. Schedule (New Contractors):

A4.13.1. Is input/output schedule realistic in consideration of skills, personnel, training, availability of government furnished tooling, test equipment, government equipment, and GFM? If tooling, test equipment, government equipment, and GFM cannot be provided in serviceable condition in time to meet schedule, then schedule is unrealistic and should be revised.

A4.13.2. Can slower build-up of input/output be considered, if necessary?

A4.14. PAS Requirements:

A4.14.1. Do the in-house PAS requirements comply with AFMCI 21-149?

A4.15. Other Considerations:

A4.15.1. List any other matters for consideration not covered by the foregoing. For overseas contracts, has contract coverage been considered for in country aircraft recovery teams and crash battle damage repair?

A4.16. Conclusions:

A4.16.1. Is the contract type recommended by PMS feasible?

A4.16.2. Is it the best contract type considering all factors?

A4.16.3. Was planning accomplished before this meeting? If not what needs to be done?

A4.16.4. What is the target date for the PR package (with all planning actions completed) to be submitted to contracting?

A4.16.5. Is PAS required?

A4.16.6. Who will comprise the PAS team (names or office symbols)?

A4.16.7. When will survey be made (estimate if necessary)?

A4.16.8. Should another meeting be held to ensure problems discovered at this meeting are resolved before release of the PR package to contracting and manufacturing?

A4.16.9. Are there any matters that require elevation to higher authority for resolution? Who will do it?

Attachment 5

IN-HOUSE PRE-AWARD SURVEY (PAS) INSTRUCTIONS CHECKLIST

A5.1. Purpose:

A5.1.1. The in-house PAS outlines the government's obligations to fully support contracts awarded for CDM. The primary purpose of the PAS is to verify the ALC has the capability and necessary resources to fulfill its part of the contractual agreement made between the Air Force and maintenance contractors. Once the PAS is completed, the PMS will certify the necessary action have been taken to ensure full support of the proposed contract. Completion of the PAS reinforces the ALC's commitment to the success of the CDM program. Specific information pertaining to PAS can be found in FAR Part 9.106.

A5.2. Scope of Survey and when Required:

A5.2.1. The scope and depth of a PAS may vary under certain circumstances. Contractual obligations may be with sole source, a new source, or a source that has performed on the same or like items in the past. Past experience performance will dictate the degree of review required in the completion of the PAS.

A5.2.2. PASs are mandatory for proposed contract negotiations for modifications/periodic depot maintenance for aircraft and engines. Use of the PAS for other programs will be determined by the PMS in conjunction with the CRT. Use of the PAS needs to be tailored to meet the peculiar circumstances of each prospective maintenance contract. Success in the use of the PAS rests with the judgment of the PMS and CRT.

A5.3. Evaluation Ratings. The following criteria will be used to grade or rate the measurable items of the PAS:

A5.3.1. Satisfactory: If items on the MRL are in long supply and availability is guaranteed, this response should be selected.

A5.3.2. Unsatisfactory: If the availability of items on the MRL is in question or cannot be guaranteed, this response should be selected.

A5.3.3. First Source: If availability of material on the MRL is in doubt but it is desired that the government be used as a first source for the contractor, this response should be selected.

A5.4. PAS Participation:

A5.4.1. Development of the PAS will require the participation of the CRT. The CRT will review the various items on the checklist and submit findings to the CRT Lead.

A5.5. Survey Responsibilities:

A5.5.1. SPM:

A5.5.1.1. Review PAS inputs provided by the CRT.

A5.5.1.2. Complete certification of the PAS and forward to the appropriate CO.

A5.5.1.3. Work with the contracting office to resolve those areas found unsatisfactory.

A5.5.1.4. Follow up on these areas and any other areas requiring special emphasis. This may require the preparation of a listing containing special and critical factors concerning

criteria, work tasks, ST/STE, peculiar spares/spare parts, essential facilities, manpower/skill requirements, and other areas essential to managing a CDM program.

A5.5.1.5. Notify the CO of any changes that could affect the government's ability to meet its contractual obligations.

A5.5.2. Other directorates and staff offices will:

A5.5.2.1. Provide timely responses for data requests from the PMS/CRT.

A5.5.2.2. Identify problem areas and recommended solutions.

Table A5.1. In House Pre-Award Survey.

SURVEY ITEM	SAT	UNSAT	FIRST SOURCE
Adequacy of the MRL			
Availability of Modification Kits			
Availability and serviceability of SE			
Availability and serviceability of ST/STE			
Availability of facilities including production equipment			
Availability of APP			
Availability of Technical Data			
REMARKS: Explain UNSAT/FIRST SOURCE Items			
Based on a review of the items above, I (IMS/PMS) _____ certify that the above is true to the best of my knowledge.			

Table A5.2. Adequacy of MRL.

SURVEY ITEM	SAT	UNSAT	FIRST SOURCE
Complete			
Current			
Accurate			
REMARKS: Explain UNSAT/FIRST SOURCE Items			
Based on a review of the items above, I (IMS/PMS) _____ certify that the above is true to the best of my knowledge.			

Table A5.3. Availability of Modification Kits.

SURVEY ITEM	SAT	UNSAT	FIRST SOURCE
Group A Components			
Group B Components			
TCTO Kits			
REMARKS: Explain UNSAT/FIRST SOURCE Items			

Based on a review of the items above, I (IMS/PMS) _____ certify that the above is true to the best of my knowledge.

[redacted]

Table A5.4. Availability and Serviceability of SE.

SURVEY ITEM	SAT	UNSAT	FIRST SOURCE
Identification of SE			
AFSD action to ensure availability			
Identification of peculiar SE			
Delivery schedule for shipment			
Maintenance support for SE			
REMARKS: Explain UNSAT/FIRST SOURCE Items	[redacted]		
Based on a review of the items above, I (IMS/PMS) _____ certify that the above is true to the best of my knowledge.			

Table A5.5. Availability and Serviceability of ST/STE.

SURVEY ITEM	SAT	UNSAT	FIRST SOURCE
Identification of ST/STE			
Identification of Type Item and cost			
Delivery schedule for shipment of items to contractor			
Maintenance support for ST/STE			
REMARKS: Explain UNSAT/FIRST SOURCE Items	[redacted]		
Based on a review of the items above, I (IMS/PMS) _____ certify that the above is true to the best of my knowledge.			

Table A5.6. Availability of Facilities Including Production Equipment.

SURVEY ITEM	SAT	UNSAT	FIRST SOURCE
Identification of Facility/Production Items			
Availability of previously furnished items for use on the proposed contract			
Identification of the cost and condition of the item			
Delivery schedule of items to contractor			
Maintenance support for facility items			
REMARKS: Explain UNSAT/FIRST SOURCE Items	[redacted]		
Based on a review of the items above, I			

(IMS/PMS) _____
certify that the above is true to the best of my knowledge.

[redacted]

Table A5.7. Availability of APP.

SURVEY ITEM	SAT	UNSAT	FIRST SOURCE
Identification of APP to be furnished			
Availability of previously furnished APP for use on the proposed contract			
Identification of item's condition			
Delivery schedule for shipment of items			
Maintenance support for APP			
REMARKS: Explain UNSAT/FIRST SOURCE Items			

Based on a review of the items above, I (IMS/PMS) _____
certify that the above is true to the best of my knowledge.

[redacted]

Table A5.8. Availability of Technical Data.

SURVEY ITEM	SAT	UNSAT	FIRST SOURCE
TOs			
Modification Technical Orders			
TCTOs			
Tear-down Deficiencies Reports			
Rescinded TOs			
AF/AFMC Directives (Instructions/Manuals)			
Navy Bulletins			
Navy Design Standards			
Military Specifications (MILSPECs)			
Engineering Drawings			
REMARKS: Explain UNSAT/FIRST SOURCE Items			

Based on a review of the items above, I (IMS/PMS) _____
certify that the above is true to the best of my knowledge.

[redacted]

Table A5.9. Pre-Award Checklist.

CHECKLIST ITEM	YES	NO	N/A
1. Does the prospective contractor possess adequate buildings, shop area, and storage area (covered outside) including manufacturing floor space?			
2. Are transportation facilities available (land,			

sea, air) as required?
3. For work on complete aircraft; are airport facilities available, i.e., runway, taxi-way, ramp parking areas, crash/fire equipment, and Functional Flight Check (FFC) capabilities?
4. For work on Engines/engine overhaul; is an engine test cell available? Has an engine preservation survey been accomplished?
5. Does the prospective contractor have hazardous test area, spin pits, and assembly pits as required?
6. Does the prospective contractor have documented arrangements for local ordinances regarding noise, waste disposal, and storage of HAZMAT?
7. Are required machinery, machine tools, and manufacturing equipment adequate and available?
8. Is ST/STE available and serviceable?
9. Can a prospective contractor confirm commitments on source and delivery of items not readily available?
10. Does the prospective contractor exhibit a full understanding of the work specifications and test requirements as stated in Appendix A (including related TOs and drawings)?
11. Does the prospective contractor exhibit a complete understanding of Appendix B as related to material control, requisitioning procedures, and segregation/storage of GFM? Has the prospective contractor reviewed the planned procedures for maintaining stock records to ensure information is available for compliance with established reporting requirements timely requisitioning of material, and property inventory and also reviewed the planned procedures for holding condemned parts and material and handling of precious/semiprecious metals?
12. Does the prospective contractor have a government property control system that has been approved by the cognizant PA?
13. Has an accurate and current MRL been provided to the contractor for the items to be repaired/overhauled?
14. Is CFM identified and documented?

15. Is there a plan in place to process MRL updates?
16. Does the prospective contractor understand all contract reporting requirements as outlined in the proposed contract's clauses and to the DD Form 1423? Evaluate the organizational functions to ensure a capability exists to comply with reporting requirements.
17. Have the startup, turnaround times, and established delivery schedule been reviewed, confirmed and deemed reasonable and attainable by the prospective contractor?
18. Will some of the work be subcontracted, if so what percentage?
19. Are the subcontractors qualified sources and can they meet the required capabilities to produce contract requirements (volume, turn around time, quality)?
20. Does the prospective contractor have sufficient manpower to support the requirements of the proposed contract? Can the contractor ensure a manpower plan is in-place to adequately provide for personnel acquisition and training to meet phasing and skill requirements to meet contract schedule requirements?
21. Review the prospective contractor's plan to achieve successful completion of the contract requirements to ensure all phases of work have been considered.
22. Review the prospective contractor's procedures and methods for determining guarantee/warranty responsibilities when applicable.
23. Has the quality control program of the prospective contractor been evaluated to ensure there is a top down program in place, proper program planning is accomplished, and that it places emphasis on program documentation?
24. Does the prospective contractor have inspection test equipment on hand?
25. Have test and evaluation records been reviewed to determine if inspection discrepancies discovered are reported and corrective actions to clear discrepancies are documented?

26. Have tool and gauge calibration certification procedures been reviewed to ensure standards are considered acceptable?
27. Review the prospective contractor's safety program to ensure compliance with Appendix C. Are safety procedures and safety equipment available to ensure safety standards are met?
28. Are adequate preservation, packaging, and packing facilities available at or acquirable by the prospective contractor facility?
29. Can the transportation section of the prospective contractor develop adequate transportation and traffic management procedures focusing on the most practical & economic methods to meet priority designations assigned by the contract shipping instructions?

Table A5.10. Production Checklist.

PRODUCTION CHECKLIST	COMPLETED (YES/NO/N/A)	DATE
1. Review the contract and specifications as they relate to contract items.		
2. Review the contract production delivery schedule with the ACO and contractor.		
3. From the contractor's work plan, determine the date for submission of the first article or the date of the first article test (if outlined in the contract). Ensure these dates are compatible with the contract delivery schedule.		
4. Review work specification to determine if the contractor's interpretation coincides with the Air Force requirement.		
5. Verify the availability of technical data at the contractor site.		
6. Review MRL(s) with the contractor.		
7. Ensure the contractor understands the requirement to notify the ACO of production, technical problems, or any condition that may develop into critical situations.		
8. Review contractor production planning. Isolate possible problem areas and note all contingencies that may affect production tracking.		
9. Develop Maintenance Compression Acceleration and Hurricane Evacuation Plans		

and implementation scenarios with the contractor.
10. Ensure contractor is aggressively following up to obtain CFP.
11. Coordinate aircraft schedules and deliveries with the applicable using activity and System Manager.
12. Ensure the contractor understands data items.

Table A5.11. Property Administration Checklist.

PROPERTY ADMINISTRATION CHECKLIST	COMPLETED (YES/NO/N/A)	DATE
1. Does the contractor have or is developing written material control procedures?		
2. Furnish clarification/guidance for contractual provisions the contractor does not understand.		
3. Ensure the contractor understands compliance with property accounting instructions and that maintaining; receiving and shipping documentation is required.		
4. Ensure the contract end items are being delivered by the government.		
5. Ensure the contractor clearly understands Appendix B and in particular, the FADs & requisitioning priorities.		
6. Validate the subcontracts and purchase orders have been placed/completed by the subcontractors and vendors.		
7. Have stock records been established reflecting: Stock Levels, Reorder Point, Replacement Factors, Quantity per Article, Next Higher Assembly (NHA), P/N and Unit Price?		
8. Stress with the contractor the importance of timely and accurate follow-on requisition submissions.		
9. Does Inventory Control provide for: - Stock Segregation between AF/Other Svc/Contractor stock - Clearly identify the difference between job routed aircraft/engine accessories/items from Management of Items Subject to Repair (MISTR) items - Prevent unauthorized issue of government property		
10. Verify serviceability of ST/STE.		

Table A5.12. Quality Checklist.

QUALITY CHECKLIST	COMPLETED (YES/NO/N/A)	DATE

1. Guide for evaluating the contractor's quality program:
2. Has the contractor developed or updated the quality plan and procedure to meet contract performance?
3. Has the contractor adequately identified inspection stations in the work centers?
4. Has the contractor completed inspection sign off books or inspection instructions for all work elements?
5. Have quality/inspection personnel been identified and assigned to the contract?
6. Determine the adequate inspection to production work ratio for the contract.
7. Is the government quality/inspection coverage adequate in number and skills required?
8. Are work statements and/or product specifications clearly defined and in sufficient detail for inspection purposes?
9. Has the contractor established the necessary control for managing technical data furnished by the government?

Table A5.13. Flight Test and Acceptance.

FLIGHT TEST AND ACCEPTANCE	COMPLETED (YES/NO/N/A)	DATE
1. Are checklists current and do pilots have the latest TO publications?		
2. Are contractor acceptance personnel maintaining the highest standards compatible with the contract and applicable TOs?		
3. Are crewmembers (contractor/government) maintaining proficiency for assigned aircraft?		
4. Is an up to date aircraft evacuation plan maintained to provide for emergencies (hurricanes, floods, severe weather)?		
5. Are the contractor flight procedures and safety program reviewed and updated regularly?		
6. Does the contractor have an effective aircraft accident prevention program?		
7. Does the contractor have a complete, accurate, and prompt system of reporting and investigating aircraft accidents?		
8. Is a current record maintained for aircraft accidents and mishaps?		
9. Does the flight crew maintain a close liaison with the host base safety office?		
10. Are flight safety publications, directives,		

manuals, and regulations up to date?
11. Are monthly accident prevention meetings conducted by the contractor?
12. Does the contractor conduct periodic flight safety meetings for assigned flying personnel?
13. Are military test and acceptance flight crews on official orders to conduct test and acceptance flights?
14. Have government representatives approved the contractor's flight operation procedures?
15. Are contractor flying personnel properly approved by the government representatives prior to conducting flight operations in government owned aircraft?
16. Are passengers permitted on test or acceptance flights obtaining proper approval?
17. Are flights by government personnel documented by flight orders?
18. Is the condition of personnel equipment inspected and maintained by the host base?
19. Are crewmen equipped with the minimum essential survival equipment required for survival in the local area?
20. Is an active aircraft standardization/evaluation program implemented according to AF/AFMC directives?
21. Is a complete review of aircraft records conducted by the contractor/DoD Quality Assurance Activity before the first flight?
22. Does the acceptance flight program adequately fulfill the requirements of the contract?
23. Are required flight test procedures and acceptable tolerances included in the contract?
24. Are significant discrepancies discovered during test or acceptance flights brought to the attention of the detachment Officer in Charge?
25. Is there an indication that repeated test and acceptance flights are being caused by an inadequate contractor quality control program?

Table A5.14. Transportation.

TRANSPORTATION	COMPLETED (YES/NO/N/A)	DATE
1. Review contractor traffic management capabilities.		
2. Ensure contractor maintains a stable		

transportation function that provides sound traffic management.
3. Ensure contractor's transportation technicians are well trained in the fundamentals of traffic management and transportation.
4. Ensure contractor maintains an up to date traffic library of necessary freight and commodity classification tariffs and related publications, including the ability to acquire and use any special rate tenders available for government owned/sponsored shipments.
5. Ensure the contractor has or can develop proficiency in the custody, preparation and distribution of government bills of lading.
6. Ensure contractor has the expertise to respond promptly to any special movement directions that may become necessary.

Attachment 6

APPENDIX B FORMAT/INSTRUCTIONS

The following pages contain the format and instructions for the development of Appendix B to the contract for CDM workload.

HEADQUARTERS
XX-XXX AIR LOGISTICS CENTER
XXXXXX AIR FORCE BASE

APPENDIX B
GOVERNMENT PROPERTY MANAGEMENT
DD MMM YYYY

Contract #: _____ PMS: _____
PR #: FDXXXX_____ Ph #: _____
Abbv Contr #: _N/A for CAV AF
Fax #: _____
Date: _____
Type Work: **Repair/Overhaul** Workload Type: _____
Contract Designation (Circle One): GFM or CFM

TABLE OF CONTENTS

LIST OF ATTACHMENTS

PURPOSE STATEMENT
This Appendix B is part of the contract and provides detailed instructions pertaining to the management and control of government-owned property and instructions/guidance on how the property is obtained, maintained, protected, controlled, accounted for, and disposed of. These

instructions expand on the general guidance given in the FAR Part 45.5, which is incorporated by reference and made part of this contract. If the provisions of this appendix conflict with existing FAR Part 45, or other government directives, the contractor will contact the CO for guidance.

1. TERMS EXPLAINED: Terms and definitions are included in the regulations referenced as cited in this appendix and are supplemented for clarification and guidance as they apply to this contract as follows:

1.1. **Administrative Contracting Officer (ACO):** A CO is assigned the responsibility for the post award functions related to the administration of a government contract in the field. The ACO is normally located in the DCMA office. The ACO is responsible for ensuring the contractor performs IAW the terms of the contract.

1.2. **Agency-Peculiar Property (APP):** Government-owned property for military operations. It includes end items and integral components of military weapons systems along with related SE which are not readily available as commercial items. It does not include normal government material, ST/STE, or facilities; also referred to as military property (FAR Part 45.301).

1.3. **Consumable Item:** An item which may or may not be subject to repair that is consumed during the repair process. This includes stock listed and non-stock listed items which have an ERRC Code of P (XF3) or N (XB3). May also be referred to as an expense or stock funded item.

1.4. **Commercial Asset Visibility Air Force (CAV AF)**: is a web-based Government Off The Shelf (GOTS) application developed by Navy Supply Information Systems Activity (NAVSISA). CAV AF allows commercial contract repair facilities to report end item repair and GFM transactions on a daily basis. CAV AF will be the MCA for contract repair end items and GFM located at contractor facilities. The connection between CAV AF and commercial facilities shall be via the internet.

1.5. **Contractor Furnished Equipment (CFE):** Equipment furnished by the contractor, title to which remains with the contractor.

1.6. **Contractor Furnished Materiel (CFM):** Material provided by the contractor, as a part of the maintenance service provided. All non-Air Force managed material with an ERRC Code; N or P (also known as consumables) will be CFM, i.e., DLA, GSD. This material is incorporated into or attached to an end item to be delivered under the contract or may be consumed in the performance of a contract.

1.7. **Contractor Furnished Property (CFP):** Property other than GFP and GFM which is furnished and funded by the contractor per the terms of the contract, title to which remains with the contractor.

1.8. **Expendability, Recoverability, and Reparability Category (ERRC) Code:** The code assigned to an Air Force item which designates the extent of repair for the item.

1.9. **Facilities:** Industrial property, other than material, tooling, APP, and test equipment, for production, maintenance research, development, or test, including real property and rights therein; buildings, structures, improvements and plant equipment.

1.10. **Government-Furnished Equipment (GFE):** An all-inclusive term to define all types of equipment defined in FAR Part 45. It includes facilities, plant equipment, APP, and ST/STE. For the purpose of annually reporting dollar values on DoD property in the custody of contractors (DD Form 1662, *DOD Property in the Custody of Contractors*), items must be categorized according to the specific FAR property definitions.

1.11. **Government-Furnished Materiel (GFM):** Government property supplied to the contractor, for incorporation into an end item to be delivered under the contract or which may be consumed in the performance of the contract. It includes, but is not limited to, raw and processed material, parts, components, and assemblies. GFM is also referred to as materials and direct materials under the terms of the contract (FAR 45.301).

1.12. **Government-Furnished Property (GFP):** All property acquired using government funds and/or in the possession of the government which is subsequently delivered or otherwise made available to the contractor. GFP also includes GFE and GFM (FAR 45.101).

1.13. **Hazardous Material:** Any used or unused property, including scrap and waste, which is ignitable, corrosive, reactive, or toxic because of its quality, concentration, physical, chemical, or infectious characteristics. The property can be in a solid, liquid, semi-liquid, or contained gas form and may cause or significantly contribute to an increase in serious illness or mortality. It may also pose a substantial threat or potential hazard to the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

1.14. **Hazardous Waste:** Any used or unused hazardous material which has no known use and, therefore, must be discarded. This includes hazardous material not otherwise disposed of through plant clearance that the contractor has been authorized, by the plant clearance officer, to dispose of as hazardous waste.

1.15. **Julian Date:** A method used by the government to track days according to a system usually covering one year and referring the days to a numerical sequence of the calendar year. Example: Julian Date 8133. Number 8 refers to the year 2008, and 133 refers to the one hundred thirty-third day of the year, the thirteenth day of May, (May 13, 2008).

1.16. **Loan Control Officer (LCO**): An individual at the prime stock number ALC who has the responsibility for the GFE assets loaned to a contractor, and validates the authorization and tracks the issuance and return of loaned assets.

1.17. **Materiel Control Activity (MCA):** DoD component designated activity or system that initially receives and controls requisitions for GFM supplied from the wholesale DoD supply system to support defense contracts or requirements.

1.18. **Materiel Support Division (MSD) Items:** Items that have an ERRC Code of C (XD1) or T (XD2). These items are referred to as Line Replacement Units (LRU) and Shop Replacement Units (SRU) respectively.

1.19. **Public Key Infrastructure (PKI):** Allows for a unique and secure identification of users through the use of a certificate authority. The user identity must be unique for each certificate authority.

1.20. **Plant Clearance Officer:** An individual authorized to act on behalf of the ACO on all plant clearance matters concerning the screening, reutilization, redistribution, and marketing of excess government property.

1.21. **Procuring Contracting Officer (PCO):** The person with the authority to enter into a contract on behalf of the government. The PCO will ordinarily be located at the funding ALC.

1.22. **Production Management Specialist (PMS):** An individual assigned by the contracting activity to act as liaison for production, supply, and transportation issues.

1.23. **Property Control Procedures:** A detailed written description of the contractor's operation for the control, use, and care of property while in the contractor's possession.

1.24. **Property Administrator (PA):** An individual authorized to act on behalf of the ACO on all matters concerning the management of government-owned property.

1.25. **Property Records:** Records that are construed to include all documents reflecting the status of government property.

1.26. **Sensitive Property:** Property for which the theft, loss, or misplacement could be potentially dangerous to the public safety or community security and which must be subject to exceptional physical security, control, and accountability. The following types of property should be designated as sensitive in the contractor's property management system; weapons, ammunitions, explosives, narcotics, and dangerous drugs and, if authorized, classified material.

1.27. **Special Tooling (ST):** All jigs, dies, fixtures, molds, patterns, taps, gauges, other equipment, and manufacturing aids, and replacements thereof, which are of such a specialized nature that, without substantial modification or alteration, their use is limited to the development or production of particular supplies or parts thereof, or the performance of particular services. The term includes all components of such items but does not include consumable property, test equipment, or buildings, non-serviceable structures (ref. FAR 45.301), except foundations and similar improvements necessary for the installation of ST, general or special machine tools, or similar capital items.

1.28. **Special Test Equipment (STE):** Electrical, electronic, hydraulic, Pneumatic, mechanical, or other items or assemblies of equipment which are of such a specialized nature that, without modification or alteration, the use of such items (if they are to be used separately) or assemblies is limited to testing in the development or production of particular supplies or parts thereof, or in

the performance of particular services. The term special test equipment includes all components of any assemblies of such equipment but does not include consumable property, special tooling, or buildings, non-serviceable structures (ref. FAR 45.301, except foundations and similar improvements necessary for the installation of STE, general or special machine tools, or similar capital items.

2. CONTRACT DESIGNATION GFM or CFM:

2.1. Current AF direction is to pursue performance based contracts using a CFM concept. This requires the contractor to provide all needed material as part of the cost of repair. Government and Contractor personnel should strive to transition GFM to CFM at every available opportunity.

2.2. This contract has been designated as a CFM or as a GFM contract as indicated on the cover of this appendix and as detailed in the basic contract.

2.3. Under the terms of CFM, no material, as defined above, is to be provided to the contractor except line items on the contract, which are subject to repair. Under the terms of GFM, only material listed on the appropriate attachment as authorized by NSN and quantity can be provided to the contractor in support of the repair requirement.

2.4. Any NSN or quantity changes to the authorized GFM Listing (Attachment 3) shall require a contract modification identifying the change. Changes must be coordinated through the appropriate managing ALC offices. Note: The PMS must provide any changes to the Appendix B Authorized GFM Listing (Attachment 3) to the PCO for documentation until contract modification can be accomplished at an appropriate time.

3.0 GOVERNMENT FURNISHED PROPERTY

3.1. Contractor requisition/procurement of GFP/GFM is limited to only the initial NSN and quantities authorized as listed to this Appendix B, and as an attachment to Appendix B for non-Air Force managed consumable GFM authorized with an approved GFM waiver signed by ALC senior management (Group level) and approved by HQ AFMC/A4D IAW AFMCI 21-149. Note: Changes to consumable GFM as authorized by an approved waiver will not require contract modification. Documentation of changes to consumable GFM authorizations must be: dated and signed by the managing contract PMS, maintained in the contract/delivery order folder, updated in CAV AF, and the delivery of the updated consumable GFM listing to the repair contractor documented.

3.1.1. It is DoD policy that contractors should furnish all material required for the performance of government contracts. GFM is authorized on CDM contracts only when it is in the best interest of the government by reason of economy, standardization, the expediting of production, or other appropriate circumstances. AF-managed, MSD consumables can be authorized as GFM and do not require a HQ AMFC/A4D waiver.

3.2. Only GFM authorized in Attachment 3 of this appendix can be provided to the contractor unless designated in an approved waiver as stated above. The contractor will not requisition,

procure, nor be provided with, any other materials by the government. All GFM, as government property, will be retained in a secured storage area.

3.2.1. The authorized GFM listing will be prepared IAW chapter 3 of AMCI 21-149 and maintained in CAV AF by the PMS and/or CAV AF CM. Upon execution of the contract, any changes to the initial Appendix B GFM authorized listing (update required in CAV AF by NIIN and Qty) will be provided by the PMS to the PCO for documentation until a bi-lateral contract modification can be accomplished at an appropriate time. Note: Authorized Modification kits, (BC S) must be identified and included in the GFM listing, in order to be incorporated into the CAV AF ToA.

3.2.2. Only Air Force managed items will be identified as GFM. Contractors are encouraged to procure these items online through the DOD EMALL, (**https://emall6.prod.dodonline.net/main**). When possible provide NSN to ensure receipt of proper item.

3.3. The Contractor shall comply with the following 60-day rule: within 60-days of a CAV AF issue transaction for an ERRC Code T GFM item, the contractor shall submit a CAV AF GFM Turn In transaction to return the replaced unserviceable unit to the reparable inventory.

3.4. Contractor shall use a 2L advice code for all normal GFM requisitions. In the event of production stoppage due to delayed GFM, the contractor shall submit a 2C (fill or kill) advice code. The requisition quantity should not exceed the quantity required to relieve the production slippage or work stoppage.

3.5. For authorization of GFE on this contract, the PMS is to contact the ALC LCO for government loan property authorization. The contractor shall comply with the GFE-related clauses in the basic contract. While the GFE is in the possession of the contractor, it is the contractor's responsibility to provide routine maintenance and calibration of the GFE to ensure the GFE is returned to the government in the same condition as when provided, less normal wear and tear. GFE will not be requisitioned until it is actually required and will be turned in when no longer required.

3.6. Stock Levels of GFM:

3.6.1. Stock levels of ERRC Code T GFM will be determined by dividing one year's production requirement by 6 to obtain 60-day production requirement. Example, one year's production requirement is 12 (12 divided by 6 equates to 2 for 60 day production quantity).

3.6.1.1. Divide each NSN quantity authorized on the MRL by the total production quantity to obtain an authorized quantity for each repaired item. Example, total NSN quantity on the MRL is 72 and total production quantity is 12 (72 divided by 12 equates to 6 NSN quantity authorized for each repaired item).

3.6.2. The maximum stock levels of GFM authorized on this contract are a combined total of material on hand and/or on order at any one time. Minimum stock levels will be maintained as a

normal procedure. Maximum levels can only be maintained when contractor usage and/or reorder time experience justifies a need to prevent production slippage/work stoppage and/or authorized by the contracting ALC through the ACO.

3.6.3. Authorized NSN and quantities listed in Attachment 3 of this appendix may vary as contact workout is adjusted. The contractor must adjust the stock on hand as these changes occur. Quantities of ERRC Code T GFM which go unused or un-needed for 180-days will be identified by the contractor to the PMS as excess to the needs of the contract.

3.7. Reorder Points:

3.7.1. Reorder for additional GFM will be based on receipt of task (delivery) orders or the advanced notice of pending task (delivery) orders.

3.7.2. If projected production requirements of contract line items are not received during the first 60 days, no additional GFM will be ordered or procured and in stock GFM will be maintained for the next 60 days.

3.7.3. If projected production requirements of contract line items are not received during the first 120 days, all GFM will be determined excess and the contractor shall request disposition instructions from the PMS.

3.7.4. When the stock on hand is insufficient to repair additional contract line items above the projected production requirements, the following method will be used:

3.7.4.1. Divide each NSN quantity authorized on the MRL by the total production quantity to obtain an authorized quantity for each repaired item. Example, total NSN quantity on the MRL is 72 and total production quantity is 12 (72 divided by 12 equates to 6 NSN quantity authorized for each repaired item).

3.7.4.2. The quantity to be reordered will be the quantity required to support the additional line items. Example, additional line items are 4 multiplied by GFM replacement quantity of 6 (4 x 6 = 24). Authorized reorder quantity would be 24.

Table A6.1. Pipeline in days:

ERRC Code	ERRC Designator	CONUS		OVERSEAS	
			*	**	***
T	XD2	31	69	74	84
N	SB3	31	69	74	84
P	SF3	31	69	74	84

*To Alaska, Hawaii, South America, Caribbean or North Atlantic.
**To Northern Europe, Mediterranean or Africa.
***To Western Pacific.

3.7.5. A reduced pipeline time shall be used whenever the contractor's experience reflects pipeline time is less than authorized above. An increase to the authorized pipeline time must be approved by the PMS through the ACO.

3.8. Uniform Materiel Movement and Issue Priority System (UMMIPS):

3.8.1. The contract buying office assigns FADs to contracts for use in determining the proper requisition priority. Requisition priority is determined by relating the FAD to the UND.

3.8.2. For example, on FAD II, only use priority 02, 05, and 12.

3.8.2.1. UND A and FAD II equal Priority 02. Use this priority when a work stoppage exists or will exist if material is not received within eight days.

3.8.2.2. UND B and FAD II equal Priority 05. Use this priority when production capability will be impaired if material is not received within normal order and shipping times.

3.8.2.3. UND C and FAD II equal Priority 12. Use this priority when requisitioning initial operating stock and for normal stock replenishment.

3.8.3. The objective of proper stock control is having all requirements planned well in advance where only the lowest priority (12) is used. The use of high priority for stock replenishment is poor stock management and serves to defeat the priority system. Note: FAD Codes change by contract. Please verify FAD and UND.

3.9. Supply Status Codes:

3.9.1. An advice code must be entered in the Advice Code Field of the requisition screen in CAV AF to provide instructions to the SOS when such data is considered essential to a supply action. A status code is inserted in the same field by the SOS to advise the contractor of the action taken after the requisition was processed.

3.9.2. Once requisitions are input, there is a continuing need to monitor the returned status codes. This is because each requisition must pass an edit check to ensure the item and quantity is valid under the terms of the contract. Also, some supply status codes may ask the requisitioner to revalidate, provide additional information, or further justify the request for the item or quantity requisitioned. Failure to reply can cause the requisition to be cancelled.

3.10. Physical Inventory Control.

3.10.1. Physical inventory control of all GFP and end items in the possession of the contractor must be performed IAW DoD 4000.25.M, DoD 4140.1-R and AFMAN 23-110, Volume 1, Part 1, Chapter 6. Physical inventory of all applicable GFP against CAV AF records must be conducted at least annually to verify accurate inventory balances. The inventory accuracy goal for all GFP with a unit price $\geq$ $1000.00 is 99% and 95% for all other material IAW D0D

4000.25-M. It is highly recommended the inventory sampling be conducted throughout the year to ensure proper processing of inventory records is occurring.

3.10.2. The PMS will coordinate with DCMA to actively participate in a review of inventory records before processing inventory adjustments. Note: The contractor will not be given authority to process inventory adjustment (D8/D9) transactions in CAV AF.

4.0. CONTRACTOR PROPERTY CONTROL RECORDS.

4.1. The official property records are described in FAR 45.505. The contractor shall establish a property control record for each line item. Property records shall be kept current at all times, and an audit trail shall be maintained from property acquisition to consumption in use or final disposition. Property accounting records, including debit and credit support documentation, are considered part of the official government contract records.

4.2. FAR 45.505-1 states the basic information required on all material records, whether mechanized or manual, as follows:

Table A6.2. Basic Information Required.

Name, description and NSN	Quantity received (or fabricated in-house), issued, on-hand and on order
Unit of Issue (each, feet, etc.)	Unit Price (from receipt document or stock list data)
Contract or project number relating to contract	Location
Posting references (to include but not limited to support documentation such as issues, receipts, inventory recording and dates of transactions	Disposition

4.3. In addition to FAR requirements, the following data is required to enable requirements planning and stock control:

-Quantity due in (on order or being fabricated)
- ERRC Code
- Stock levels and reorder points
- Quantity Per Assembly (QPA) from MRL to TO
- Replacement percentage factor (from actual experience or MRL)
- Commercial and CAGE Code number
- Posting references (to include but not limited to support documentation such as issues, receipts, inventory recording and dates of transactions
- Disposition

4.4. FAR 45.505-14 describes the annual report, which gives the acquisition cost of all Government property in the contractor's possession. Details for completing this report are on the reverse side of DD Form 1662, *DoD Property in the Custody of Contractors*. This form is available from the PA.

4.5. In addition to the above, a separate record of requisition numbers shall be maintained and shall include the NSN of the item requisitioned, the unit of issue, quantity, document number, and the date the item was received by the contractor. This record shall be kept current at all times. Other reports may be required IAW FAR 45.508, 45.6, and the CDRL.

5.0. PRODUCTION PROBLEMS

5.1. The contractor shall report all potential supply support deficiencies, which could cause a production slippage or work stoppage to the ACO, PCO and PMS at the managing ALC. These reports shall identify the GFM items that are critical or have long procurement lead times and the work stoppage date. If problems are not resolved, the contractor shall report them to the ACO, PCO and PMS.

6.0.DISPOSITION OF GOVERNMENT PROPERTY

6.1. These instructions apply to all government owned property, or property procured with government funds, which is determined to be excess by the contracting ALC for the fulfillment of this contract.

6.2. If a follow-on contract is being awarded or, is in the negotiation or solicitation stage, the existing GFP may be retained to the extent required to support the current contract and the follow-on contract.

6.2.1. Within 90-days prior to contract expiration, the contractor shall submit a letter to the managing ALC requesting retention and transfer of GFM to the follow-on contract. The letter must contain the following information; Nomenclature, NSN, P/N, ERRC Code, dollar value, and quantity on hand to be retained.

6.2.2. If the retention/transfer of GFM is approved, the contractor shall submit a ship in place document to the PA and PCO. Copies of transfer documents shall be furnished through the ACO and PCO to the PMS.

6.2.3. If the managing ALC disapproves retention of the GFM, disposition instructions will be provided to the contractor. All disposal procedures should be completed within 30-days from receipt of instructions.

6.3. In the event this contract or any task (delivery) order placed against this contract is terminated, disposition of GFM determined to be excess, the PMS will provide the contractor disposition instructions, in writing, for all NSN/P/N and quantities to be eliminated from stock.

6.4. The contractor shall review stock positions on all GFM every 90-days. The contractor shall initiate disposition actions within 30-days following the determination of excess GFM.

6.4.1. When the contract is within 60-days of completion, the contractor shall review all requisition control records. All back order requisitions for which a positive supply action has not been received will be cancelled and a new requisition with an advice code 2C (fill or kill) will be

submitted. The new requisition quantity will be limited to the amount required to complete the contract.

6.4.2. The contractor shall obtain disposition instructions from the PMS for unserviceable investment items which are removed from the end item and will not be repaired under the terms of this contract. Unserviceable expense ERRC Codes N or P items removed from the end item shall be condemned and disposed of.

6.4.3. The contractor shall prepare a listing of excess Local Purchase (LP), AF-managed items coded on the stock list as JCD (deleted), regardless of condition or line item dollar value. The list shall include GFP by NSN, P/N/CAGE, nomenclature, quantity, and dollar value, and the list will be submitted through the ACO to the PMS for disposition instructions.

6.4.4. Serviceable AF stock-listed items with a $50 or more total line item value will be returned to the funding ALC. Items valued at less than $50 total per line item shall be disposed of by the contractor using plant clearance procedures.

6.5. Directed Disposal:

6.5.1. Contracting ALC representatives, during a visit, may direct on the spot disposition of excess material discovered. Representatives of the ALC, the contract administration activity, and the contractor must be in agreement that such items are excess to total contract requirements prior to disposal action.

6.5.2. The PMS will give the contractor disposition instructions, in writing, for all NSN/P/N and quantities to be eliminated from stock.

6.6. Package and Shipment of Items:

6.6.1. Expense items shall be shipped as is in their original packaging. All remaining items to be returned shall be packaged Level A and shipped Level B IAW the current version of MIL-STD-2073-1E, *Standard Practice for Military Packaging* or as specified in the AFMC Form 158. All items with the appropriate NSN/P/N are to be identified.

6.6.2. The contractor will comply with preservation, packaging, and packing instruction as specified in the basic contract and/or on the AFMC Form 158. The contractor will also comply with the current version of MIL-STD-129P(4), *Military Marking for Shipment and Storage*, MIL-STD-2073-1E.

6.6.3. The contractor should refer to the basic contract for cost of packaging and shipping.

7.0. DISCREPANCIES INCIDENT TO SHIPMENT

7.1. There are transportation and item discrepancies, each having different reporting requirements. Detailed information for each report is in the pertinent service publications.

7.2. Discrepancies incident to shipment include misidentified items, variations in quantity, non-requisitioned items, lost or damaged parcel post, and items in dubious condition. These discrepancies shall be reported and resolved using the DoD web-based application AF WebSDR, located within the CAV AF system. This system of reporting a SDR has been developed in compliance with DoD regulations 4140.1-R and 4000.25-M Volume 2, which requires automated SDR processing. In situations where the SDR initiator is unable to gain access to the AF WebSDR, the use of manual forms is permitted. A copy of the form will be forwarded through the CAO and Quality Assurance (QA) activity for corrective action.

7.3. Transportation discrepancies and item transaction discrepancies shall be coordinated with the DCMA PA and ACO immediately upon discovery for corrective action in addition to AF WebSDR submittal.

7.4. Contract line items received with missing components (MOI) the contractor shall process a SDR (SF Form 364) immediately upon discovery IAW AFJMAN 23-215 and provide a copy of submitted MOI SDR form to the ACO within 2 days of discovery.

7.5. Misdirected shipments of GFP shall be immediately reported by telephone to the PA followed by written notification within three workdays. The PA will issue appropriate disposition instructions for the misdirected items. Misdirected items received by the contractor, which are not part of the contract, will not be receipted into CAV AF.

7.6. Overages, shortages, and misidentified items which are part of a contract and received by the contractor shall be reported into CAV AF with the actual received quantity and with the correct NSN. An SDR shall be processed IAW standard procedures identified above for these overages, shortages, and misidentified items.

8.0. DISPOSITION OF CONDEMNED GOVERNMENT PROPERTY

8.1. Unserviceable GFM (ERRC Codes N & P items) shall be condemned and disposed of at the contractor's facility IAW the terms of a contract and/or government approved scrap procedures.

8.2. Disposition instructions for all ERRC Codes T & C items, such as critical items, MSD and save list items which are condemned during the performance of a contract, shall be requested through the PCO from the managing ALC.

8.3. The contractor shall submit a list of condemned ST/STE (ERRC Codes S & U) to the contracting ALC PCO and PMS. The listing shall identify the condemned items by NSN, P/N, nomenclature and quantity; and shall be submitted together with a letter of transmittal titled Request for Disposition of ST/STE condemned on Contract Number XXX, Attn: LCO. Disposition instructions will be provided by the contract managing ALC.

9.0. CONTRACTOR REPORTING

9.1. The contractor shall comply with DD Form 1423-1regarding the DI-MGMT-81634B via the internet using online web access.

9.2. Reporting into CAV AF is at the contract and delivery order number (17 digits). The contractor shall ensure transactional reporting is applied to the correct contract and delivery order number and CAV AF reports reflect accurate data for each delivery order.

10.0. VISITS

10.1. Surveillance visits will be made by the ACO and/or the contracting ALC representatives. Such visits are considered necessary, particularly in relation to contract material control and production schedules.

11.0. OTHER

11.1. The contractor shall not obtain GFP through the utilization of requisition codes assigned exclusively to a contract for any other contracts.

11.2. The contractor shall not transfer GFP charged to a contract to any other contract, contractor, or activity without the advance approval of the PMS through the PCO.

11.3. The government reserves the right to withdraw any GFP in possession of the contractor to supply other urgent USAF requirement. If any item so removed by the government is still required to complete the contract, the contractor shall take appropriate action to replace the removed item.

11.4. When, during the last six months of the contract, it becomes evident that an option shall be exercised, the PCO will notify the contractor through the ACO to maintain stock levels necessary to meet the option workload.

12.0. REFERENCES

12.1. FAR Part 45, *Management of Government Property in the Possession of Contractors.*
12.2. DFARS Subpart 245.5, *Management of Government Property in the Possession of Contractors* (current version).
12.3. FAR Part 52, *Solicitation Provisions and Contract Clauses.*
12.4. CAV AF, version 6.1 or higher User Manual.
12.5. AFJMAN 23-215.
12.6. AFMAN 23-110.
12.7. FED LOG CD ROM, Fed Log is the logistics information system published by the Defense Logistics Information Service and available by subscription (ref. http://www.dlis.dla.mil/Fedlog/).
12.8. DoD 4000.25-1-M.
12.9. Other DoD and military service directives; if specifically referenced in the contract, special clauses or appendices.

Appendix B – ATTACHMENT 1
CONTRACTOR COMMUNICATIONS NETWORK (CCN)

1. GENERAL INFORMATION

1.1. The purpose of this attachment is to provide the specific conditions, hardware specifications, and communications interface to support contractor GFM and End Item reporting requirements and supply requisitions using CAV AF. Through CAV AF, Air Force contractors have the capability to electronically process GFM and End Item transactions.

1.2. Initial CAV AF training will be provided by the contracting ALC. Any follow up training will be the responsibility of the contractor.

2. WEB SITE

2.1. CAV AF web site accessed through the internet will be used to submit all GFM and End Item transactions. The contractor shall be required to complete a DD Form 2875, *System Authorization Access Request (SAAR),* prior to CAV AF access.

2.2. The Web address for Online CAV AF access is: *https://cavaf.com/cavweb*

2.3. The DLA/DAASC front-end computer at Wright-Patterson AFB, Ohio will act as host for GFM requisitions and MILSTRIP status updates processed through CAV AF as batch end-of-day/beginning-of-day transactions.

3. TECHNICAL CONSIDERATIONS

3.1. CAV AF is designed to be accessible using Microsoft Internet Explorer (IE6) v6.0 or higher or Netscape 4.75 or higher on a Windows 2000 or XP platform. IE6 is suggested and contains the required 128-bit encryption capability, and DoD certification. The following hardware is suggested as a minimum to adequately support CAV reporting with a minimum system requirement using Windows 2000 or XP: IBM compatible Personal Computer (PC) (1.5 GHZ Pentium), 512 MB RAM, 20 GB hard drive, LCD monitor, 56 K BPS or faster data transmission modem, or connection to WAN/LAN and Laser Printer with 300 DPI resolution, (must support true type font).

3.2. The following software is required to accomplish CAV Web-based reporting: Operating System: Windows 2000 or Windows XP, Web Browser: Internet Explorer, version 6.0 (preferred), or Netscape version 4.75 (or higher) is also compatible.

3.3. CAV AF Web-based software will reside on the AF mid-tier server. CAV AF software changes will be made at the mid-tier server and they will be available to the repair vendor upon log-on to the CAV AF system. Changes to CAV AF software by the commercial repair vendors are not authorized.

4. CONTRACTOR RESPONSBILITY

4.1. The contractor shall be responsible for the maintenance of the hardware and supplies (paper, ink, ribbons, extra disks, etc) to keep the PC system operational and compatible with the host computer.

4.2. The contractor shall use the CCN/CAV AF Reporting System to report all GFM and end item transactions. These transactions shall be entered into CAV AF on a real time basis or as changes generate, but not later than 24 hours from the date of occurrence.

4.3. System failures, which cannot be corrected within 24 hours shall be reported to the contracting ALC by the fastest means possible.

5. SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

5.1. The DD Form 2875 shall be completed by the contractor and submitted to the managing ALC CAV AF System Administrator (SA). A blank DD Form 2875 and instructions on how to fill it out may be obtained from the managing ALC CAV AF SA.

5.2. The XX-ALC CAV AF SA is/are to: Provide names, phone numbers, and FAX number. Mailing address is:
XXX CBSG/GBMXX
ATTN: CAV AF System Administrator
XXX Any street, Bldg XXX
Xxxxx AFB, XX 99999

5.3. CAV AF user IDs on the Internet will be standard for all users. *The user id and initial password will be emailed.*

5.4. Users will be required to change this password following initial entry to the system.

Appendix B – Attachment 2
CAV AF GFM CODE REFERENCE

1. **GENERAL INFORMATION**

1.1. The CAV AF GFM menu is used by the contractor to Requisition and Ship GFM which has been authorized on the Authorized GFM Listing, (Attachment 3). Requisitions enter the supply system in standard MILSTRIP format and are edited against the contract GFM Allowance table for the NIIN and quantity before being passed to DAASC at the end of each day.

1.2. The CAV AF GFM menu also provides a number of reports to allow the contractor to track activity and view supply status in the CAV AF GFM environment.

1.3. GFM Requisition Codes: A0A Requisition.

1.3.1. Document Type – leave default value of ‘A0A’ or ‘A01’ for overseas shipment

1.3.2. Fund Code – CDM Fund Code assigned to contracting Air Logistics Center: OO-ALC – ‘GD’ MSD for Material, OC-ALC – ‘HD’ MSD for Material and WR-ALC – ‘LD’ MSD for Material. Note: for non-D035A managed material: 6C (determined by BC 9)

1.4. GFM Shipment Codes: A5 Material Release
1.4.1. Shipping Doc Nr – shipping document number consisting of the contractor’s 6-digit ‘EZ’ DODAAC, 4-digit Julian date, and 4-digit serial number
1.4.2. FSC – FSC from NIIN
1.4.3. DOD U/I – Unit of Issue
1.4.4. MMAC – MMAC as needed from NIIN
1.4.5 SFX – leave blank
1.4.6. Document Type – ‘A5A’ for shipping Condition Code ‘A’ and ‘F’ Material. Change to ‘A5J’ for shipment of condemned Condition Code ‘H’ Material
1.4.7. Fund Code – CDM Fund Code assigned to contracting Air Logistics Center used in the original GFM requisition: OO-ALC – ‘GD’ MSD for Material, OC-ALC – ‘HD’ MSD for Material, and WR-ALC – ‘LD’ MSD for Material.
1.4.8. RI To – Routing Identifier of activity to receive shipment
1.4.9. Distribution Code – ‘C99’ Required
1.4.10. Media Status – recommend ‘Y’ (exception supply/shipment status to Distribution Code) unless otherwise directed
1.4.11. Project Code – blank unless directed by contracting ALC
1.4.12. A5 Quantity – quantity to be shipped
1.4.13. IPD – ‘13’ or as directed by contracting ALC
1.4.14. Demand Code – leave default value ‘R’ unless otherwise directed
1.4.15. Required Delivery Date – leave at default value unless otherwise directed
1.4.16. Supp Add –DODAAC of ‘ship to’ activity
1.4.17. Signal Code – ‘M’ (ship to Supp Add, no billing require)
1.4.18. RI From – 3-digit routing identifier assigned to the shipping contractor (e.g., ‘FIE’)
1.4.19. Condition Cd – ‘A’, ‘F’, or ‘H’ as appropriate
1.4.20. *Remaining fields may remain blank unless directed otherwise.*

1.5. DD Form 1348 Codes:
1.5.1. Ship To DODAAC – DODAAC of the activity to which the material is being shipped. DODAAC will appear in the Supp Add field of the DD Form 1348
1.5.2. Project Cd – project code as assigned in contract or as otherwise directed
1.5.3. Mark For – the name of the activity to which the material is being shipped
1.5.4. Signal Cd – Signal Code ‘M’ (ship to Supp Add, no billing required)
1.5.5. Ship To Document – defaults to the RCDN of material being shipped. When using the Bulk Shipment function the default will be the lead RCDN being shipped. Use default values unless otherwise directed
1.5.6. Fund Cd – CDM Fund Code assigned to contracting Air Logistics Center or as otherwise directed: OO-ALC – ‘GD’ OC-ALC – ‘HD’ WR-ALC – ‘LD’
1.5.7. DD1348 Date – defaults to current date. Change to the date of the actual shipment, if different
1.5.8. *Remaining fields may remain blank unless directed otherwise.*

Appendix B – ATTACHMENT 3
GFM AUTHORIZED

1. GOVERNMENT FURNISHED MATERIEL:

1.1. Only AF managed ERRC Codes T, N and P material items listed below shall be authorized as GFM for the contractor to requisition through standard procedures contained in this appendix. The listing is based on the MRL approved and provided by the ES by NSN, quantity, SOS, and ERRC Codes.

1.2. Non-AF managed consumable material items, ERRC Codes N or P, shall not be authorized as GFM, regardless of the SOS. In extreme cases, a written waiver may be submitted by the PMS through the contract repair office. Waivers must have final approval from ALC senior management and authorization from HQ AFMC/A4. Authorized/Wavered consumable GFM material should be properly documented IAW AFMCI 21-149.

1.3. Any changes; additions, deletions, modifications to the NSNs listed on the authorized GFM listing shall require a contract modification to this appendix.

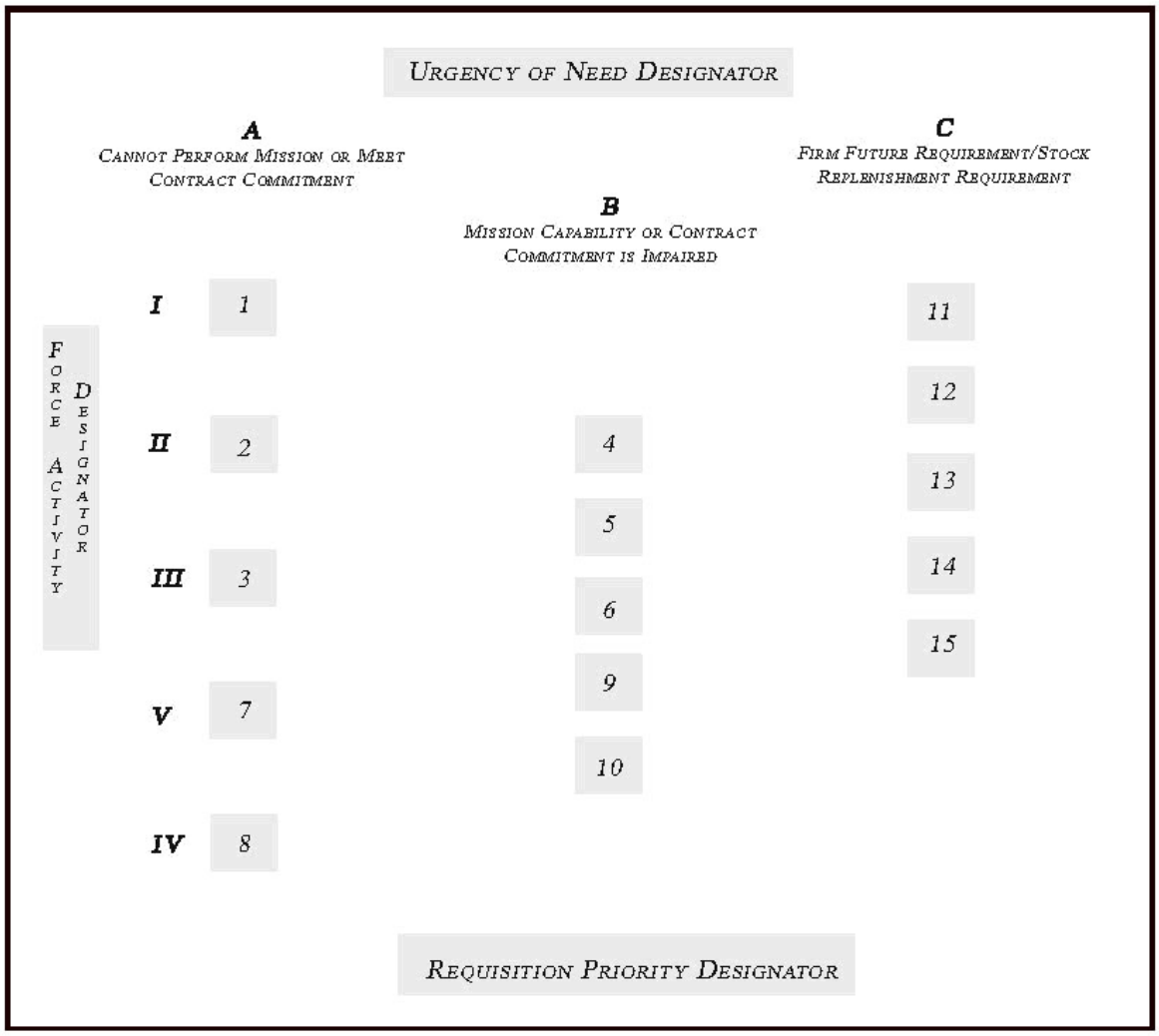
Table A6.3. Authorized GFM Listing:

National Stock Number (Including MMAC)	Qty Authorized	Source of Supply	ERRC/BC

Attachment 7

REQUISITION PRIORITY DESIGNATORS

Figure A7.1. Force Activity Designator (FAD).



Attachment 8

DEPOT MAINTENANCE WORK SPECIFICATIONS

A8.1. Performance Based examples of the PWS and the Notional Repair Work Specifications (WS).

A8.1.1. PWS format guidance can be found in AFI 63-124. Examples of performance-based work statements can be found at the SAF/AQC Contracting Knowledge Center, **https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentType=EDITORIAL&contentId=1352296&channelPageId=-1989826&parentCategoryId=-1989828&programId=1352351**

A8.1.2. All service contracts will use the following format:

A8.1.2.1. Description of Services/General Information (definitions, etc)

A8.1.2.2. Services Summary

A8.1.2.3. Government-Furnished Property and Services, if applicable

A8.1.2.4. Appendices such as workload estimates, labor hour rates, square footage, etc.

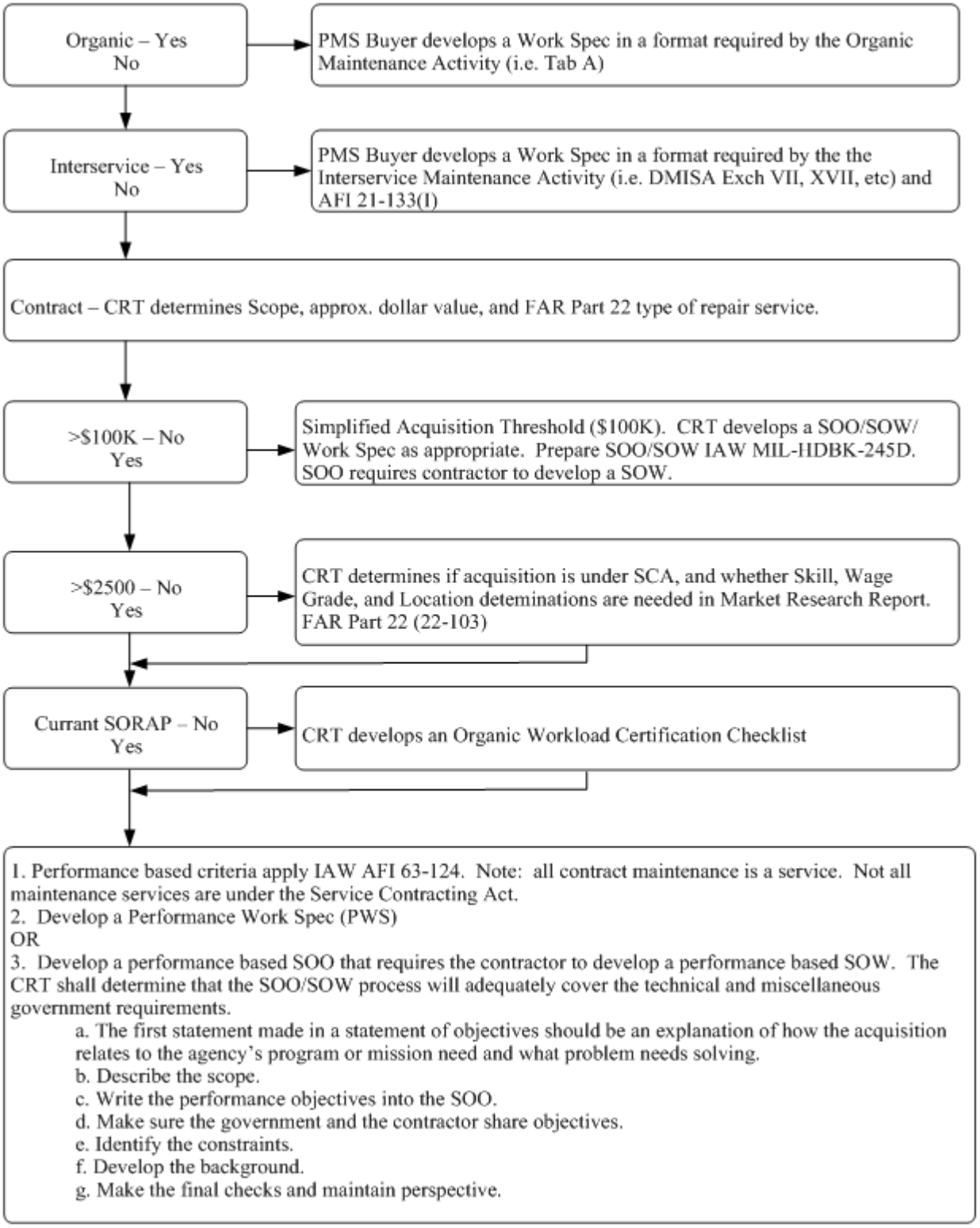
A8.1.3. The generic term PWS will be used to cover all types of tasking documents (ref. MIL-HDBK-881A for Work Breakdown Structure (WBS) and MIL-HDBK-245D for Statement of Objective (SOO) and Statement of Work (SOW) guidance).

A8.2. Standardized Work Specifications: This attachment provides the information required by the PMS to prepare a standardized work specifications document to be included as Tab A for Organic Depot Maintenance and Appendix A for contractual maintenance with civilian industry. (**Note:** The section titles must match AFI 63-124. All else may be tailored to specific requirements.) Work Specifications outline the maintenance requirements, and are developed IAW these instructions. The information contained in the document for each paragraph of the work specifications document may be varied to fit the specific needs of each ALC; however, variations must be kept to a minimum to ensure standardization of the Depot Maintenance program for the AFMC.

A8.2.1. Maintenance Terms and Explanations. Use definitions found in Air Force and AFMC 20 and 21 series directives to explain and/or expand work specification identified in Appendix A.

A8.2.2. CDM CRT simplified flow diagram. The CRT shall determine if the maintenance requirement requires performance based specifications and Services Contracting Act compliance.

Figure A8.1. Simplified CRT Flow Diagram.



A8.3. General Instructions for Preparing Maintenance Work Specifications.

A8.3.1. Role. These specifications are of prime importance in securing maintenance services under the Air Force Depot Maintenance Concept of Operations. Work specifications govern the scope of maintenance, serve as a basis for competitive contracting, and are worded to aid in determining cost allocation. The maintenance work specifications, when appended to a contract, do not place any obligation upon or provide instructions to government activities or personnel. This appendix is used by the PMS to state explicitly to the depot maintenance to be accomplished on government equipment. The PMS coordinates with the CRT members to form this specification. The work requirement must be developed by the SE. The TOs and Directives must be coordinated with the ES. In dealing with ALC organic facility managers, customer commands, or private industry, work specifications are the most critical item in maintenance negotiations and the most frequent source of disputes if not specific and encompassing agreed-to maintenance requirements.

A8.3.1.1. The maintenance work specification must provide full and detailed description of the work to be done by the maintenance facility. As such, hurricane evacuation plans, safety requirements, and all other material not concerned with work requirements are excluded. TOs and other directives which apply to such excluded material will not be cited. The work specification technician determines the requirements essential for detailed description of work, for example, inclusion of safety requirements. Safety requirements which involve the general facility capabilities will not be included in the work specifications. The requirements may be included in the Appendix C which is prepared by the safety office of the managing ALC. Examples of these capability requirements are: runway length, hangar space, fire fighting equipment, and fuel system maintenance facility.

A8.3.1.2. If two of more organizations (organic or contract) are selected to do the same kind of maintenance on the same type of equipment, they will use the same work specification. Prepare an addendum to the specification when facility/capability differences are authorized between maintenance facilities where the same type of work is to be performed. Use the same format as for the work specification when preparing an addendum. Enter requirements in corresponding sections of the work specification.

A8.3.1.3. When work specifications are prepared for aircraft, engines, missiles, or equipment under the provisions of this directive include provisions for support of embedded computer resources.

A8.3.1.4. All TOs and other directives identified in the specification apply only to work being accomplished. List all applicable contractor specifications, handbooks, drawings, or other pertinent contractor data. If only part of the contractor data is required then cite only the appropriate portion.

A8.3.1.5. Ensure all forms referenced in the work specification are current.

A8.3.2. Use of Maintenance Work Specifications. The work specification is used by the contracting activity, the maintenance facility, the ACO, and Air Force personnel.

A8.3.2.1. The contracting activity uses the work specification to solicit proposals or bids and as a basis for contract award.

A8.3.2.2. The contractor uses the description of the work for preparing and submitting a proposal and for doing the work outlined in the document.

A8.3.2.3. The ACO, or a duly authorized representative, ensures contractor performance is IAW the requirements described in the work specification. Within organic maintenance facilities, the PAO makes sure the work is done according to the work specifications.

A8.3.2.4. The SPM/IMS gives direction for maintenance to be performed and ensures the work is done as specified.

A8.3.2.5. Guard against unnecessary repair or repaint for cosmetic purposes.

A8.3.2.6. The customer command uses the work specification to identify work performed on their equipment.

A8.3.3. Preparation. The maintenance work specification is compiled by the PMS in the ALC Directorate responsible for the end item.

A8.3.3.1. Work specification formats are driven by the type of equipment; however, the information contained in each specification is essentially the same. General information is provided to cover data, definitions, maintenance records, forms, and reporting/security requirements. Specific and detailed instructions are given on work requirements. A listing of the applicable TOs and directives is included as part of the work specification.

A8.3.3.2. Submit changes to the specifications by placing revised pages in the basic specification instead of the original pages. File the original pages until the work is completed. The revised pages will contain the date of the revision. A new specification is prepared when equipment is put on schedule for which a current work specification is not available or when the organization issuing the specification believes a reissue is necessary. Each revision to a work specification will be indicated on the title page and must include the revision number and date.

A8.3.3.3. The SPM/IMS determines if revisions to the work specifications are necessary to incorporate TCTOs, TO changes, or supplements. The added cost of such changes will be negotiated with the maintenance facility.

A8.3.3.4. Each ALC will keep a complete and orderly file of active work specifications. This file will conform to administrative guidelines outlined in AFI 33-322, *Records Management Program*. Duplicate files are not authorized, however; working copies may be kept on hand by work specification authors for their use. A PR number is used as the file number and is assigned to all appendices. When revisions are issued, number them consecutively starting with 01. The basic specification may be re-issued (incorporating changes) to reduce materials affecting the work specifications. The preparing organization will cite the office symbol, the author of the specification, and telephone number.

A8.3.3.5. The use of formats is encouraged; they allow the technician to complete appendices with a minimum of research and effort, and create a higher degree of standardization throughout the ALC.

A8.3.3.6. The work specification, Tab A for organic work must be reviewed and approved according to AFMCI 21-110, *Depot Maintenance Technical Data and Work Control Documents* and AFMCI 21-133 *Depot Maintenance Management For Aircraft Repair*. The final date on the work specification should reflect the date of review and approval.

A8.3.3.7. Ensure recurring type work is described in detail to reduce O&A charges to the original work package, allow the repair facility adequate data for planning and estimating costs and provide a complete and definitized work package on which bidders (organic, interservice, or contract) may be rated equally and fairly.

A8.3.3.8. The preferred numbering system for paragraphs is the decimal system IAW MIL-STD-961A, *Defense and Program-Unique Specifications Format and Content.* Numbering for purposes of the work specification does not need to extend beyond four digits (i.e. 1.2.3.4.).

A8.3.3.9. Ensure delivery of items to the SOR (organic depot, contractor, or DMISA site) is complete with all required records. The SPM/IMS is the contact point for the SOR for any missing records.

A8.3.4. Importance of Work Specifications. The preparation of work specification suitable for use by maintenance contractors and organic facilities requires extensive research of applicable Air Force documents by technicians experienced in the type of work and equipment covered by the work specification. When the material has been collected, assimilated, and reduced to manageable dimensions, prepare the specification manuscript.

A8.3.4.1. For the writing of standard paragraphs in work specifications, use standard words, phraseology and short paragraphs. The first sentence should contain the main thought. Vague phrases such as "and/or" should not be used. Illustrations are useful; however, should be used sparingly. Existing art should be used whenever possible. Notes, cautions, and warnings in the text are used to draw attention to a particular instruction.

A8.3.4.1.1. Note: An operating procedure or condition that must be highlighted.

A8.3.4.1.2. Caution: Operating procedures or practices which must be observed to avoid damaging equipment.

A8.3.4.1.3. Warning: Operation procedure or practice which must be observed to avoid personal injury or loss of life.

A8.3.5. Editing and Technical Review. The PMS and coordinating organization will ensure each work specification is edited and reviewed for proper format, content and technical accuracy.

A8.3.6. Performance Based Services Contracting for Maintenance over the Simplified Acquisition Threshold (currently $100K).

A8.3.6.1. Tailor these PWS tenants into a Performance Based Work Specification (ref. AFI 63-124).

A8.3.6.1.1. Comply to the maximum extent practicable with the terms and conditions of the commercial marketplace as identified through market research.

A8.3.6.1.2. Describe all work in terms of "what" the required service output is rather than "how" the work is to be performed or the number of hours to be provided, except when deemed essential by functional activity for safety and/or security reasons.

A8.3.6.1.3. Include measurable performance objectives and financial or other incentives to encourage contractors to develop and institute innovative and cost effective methods of performing the work. For any method used to develop a PWS,

the performance threshold is either developed or approved by the government and shall conform to commercial or industry-wide standards to the maximum extent practicable.

A8.3.6.1.4. Include historic and projected work load data to include surge and other requirements.

A8.3.6.1.5. Cite reference instructions, publications, etc., by specific paragraph or chapter rather than the entire publication.

A8.3.6.1.6. Use the experience and lessons learned from previous contracts to develop the PWS.

A8.3.6.2. Service Delivery Summary (SDS) Development Worksheet. The service requirements are summarized into performance outcomes which relate directly to mission essential items. The performance thresholds describe the minimum acceptable levels of service required for each requirement. The thresholds are critical to mission success and acceptable (satisfactory) performance. Note: Method of surveillance will only be included in the QASP.

Figure A8.2. – SDS Development Worksheet.

SDS Para #	**Performance Objective** Conduct an outcome analysis to identify performance objectives. What are the services needed, define in terms of the output/outcome required. Develop a tree diagram listing lowest task level and linking tasks in a logical flow of activities. Start with overall service or output required from the contractor, then divide the job into all its parts and subparts, and identify the relationships among all the parts. For each block of the tree diagram, the question should be asked, "Would the contractor reasonably know this outcome is required to reach a higher level outcome?" If the answer is "yes", it does not need to be added. If the answer is "no'" it should be included.	**SOO or WS or SOW** Para.	**Performance Threshold** Conduct performance analysis to assign at least one performance threshold to each performance objective. Determine how a service can be measured and what performance thresholds, timeliness, and quality level(s) apply. The performance threshold is the percentage of required conformance to or number of deviations from the performance objective to be considered acceptable. Ask the question, "What will satisfy our minimum requirements?" The performance threshold should rarely be 100 percent or no deviations, since the threshold directly affects the cost of the service. Ask the question, "What is acceptable performance as it relates to the performance objective?" Performance objectives and thresholds may be published or well recognized, industry-wide standards, or may be developed by the agency. In establishing performance thresholds, it is important to consider how surveillance will be conducted to ensure thresholds are measurable. When setting the thresholds answer the question, "How will we evaluate if the contractor has met this threshold?"	**Method of Surveillance Note:** The method of surveillance is only added to the SDS for the QASP purpose. The QASP is a living document and the method of surveillance may be adjusted by the QAPs at any time during the contract. Each SDS item must have at least one method of surveillance written in the QASP.
	Performance Objective	SOO or WS or SOW Para.	Performance Threshold	Method of Surveillance (include in QASP only)
2.1				
2.2				

A8.4. Instructions for Preparing Standard Maintenance Work Spec for AIRCRAFT.

A8.4.1. Section 1.0 – DESCRIPTION OF SERVICES/GENERAL INFORMATION (DEFINITIONS, ETC.).

General information is provided to the maintenance facility named in the specification. Maintenance on each element of work specified in the Appendix A must be thoroughly described to a recognized standard of quality so that contractors unfamiliar with Air Force maintenance techniques may produce a quality product.

A8.4.1.1. General Work Requirement

A8.4.1.1.1. Data:

A8.4.1.1.1.1. Maintenance Records, Forms and Publications: the maintenance facility will maintain forms listed below, as applicable, during the time the aircraft is at the facility. Other DD, AF or AFTO forms can be added to this list as needed. Include requirements for maintenance data reporting IAW TO 00-20-2, *Maintenance Data Documentation*.

Table A8.1. Example of Maintenance Records, Forms and Publications Listing.

Form Title	Form Title	Applicable Directive
DD 365-Series	See AFR O-9, *Numerical Index of Departmental Forms* for Specific Form Titles	1-18-40,1-18-50 TOS
AF 2691	Aircraft Missile Equipment Property Record	AFR 66-12
AF 2692	Aircraft/Missile Equipment Transfer/Shipping Listing	AFR 66-12
AFTO 34	Cylinder Compression History	00-20-5
AFTO 44	Turbine Wheel Historical Record	00-20-5
AFTO 95	Significant Historical Data	00-20-5
AFTO 781-Series	See AFR O-9, *Numerical Index of Departmental Forms* for Specific Form Titles	00-20-2,00-20-5
AFTO 340	B-52 and EC/KC/RC135 Power Package Test Log	1C-135(E)C-1O-1
		1C-135(K)A-1O-1
		10-2
AFTO 349	Maintenance Data Collection Record	00-20-2 Series TOs

A8.4.1.1.1.2. Reports. List reports applicable to the contract maintenance requirement on DD Form 1423. List reports applicable to organic maintenance requirements in the work specification complete with the report title and applicable directive.

A8.4.1.1.1.3. Technical Data. Establish the technical data standards to which maintenance will conform. The removal, disassembly, inspection, repair, adjustment, modification, test, assembly, and reinstallation of components and equipment will conform to the basic maintenance instructions manual and other

applicable TOs listed in the last section of the work specification.

A8.4.1.1.1.3.1. Specify all structural repairs will conform to the applicable -3 Structural Repair manual and TO 1-1A-9, *Engineering Series for Aircraft Repair Aerospace Metals-General Data and Usage Factors.* Note: If not covered in these publications, the PMS must provide where or how the repair information can be obtained.

A8.4.1.1.1.3.2. Specify replacement parts and material used in the repair of the aircraft or any other equipment will be those authorized by the Government in approved publications.

A8.4.1.1.1.3.3. Obtain and use approved torque values and safety methods from the following directives:

A8.4.1.1.1.3.3.1. Applicable -2 maintenance and -3 structural repair directives.

A8.4.1.1.1.3.3.2. Accessory maintenance manuals.

A8.4.1.1.1.3.3.3. TO 1-1A-8, *Technical Manual, (General) Structural Hardware,* or equivalent commercial practices, Application and Removal of Organic Coatings, Aerospace and Non-Aerospace Equipment.

A8.4.1.1.1.3.4. Ensure inspection, installation, and replacement of flexible hose, fittings, clamps, and flexible tubing conform as applicable to the following TOs: 1-1A-1 *Engineering Handbook Series for Aircraft Repair,* 1-1A-8 and 42E1-1-1, *Aviation Hose and Tube Manual,* or equivalent commercial practices.

A8.4.1.1.1.3.5. Require that inspection, check, and replacement of vibration isolators (other than engine mounts) are IAW TO 1-1-19, *Inspection, Test and Replacement of Vibration Isolators on Equipment in Aircrafts,* or equivalent commercial practices.

A8.4.1.1.1.3.6. Specify color coding of new tubing will be IAW the basic maintenance handbook for aircraft (TO 1-1-4).

A8.4.1.1.1.3.7. Require that fluids, fuels, oils, greases, and compounds used in servicing an aircraft be specified in the individual work requirements for the aircraft.

A8.4.1.1.1.3.8. Require that inspection, installation, and repair of electrical wiring, conduits, and connectors conform to TOs 8-1, *Aircraft and Missile Electrical Systems and Associated Equipment Technical Orders – General,* and 1-1A-8 or equivalent commercial practices.

A8.4.1.1.1.3.9. Include completed requirements for Non-Destructive Inspection (NDI) so maximum economic advantage may be taken from all types of NDI methods and procedures. These requirements may be obtained from the applicable NDI TO (-36 for aircraft). Incorporate the following guidance as applicable on specific items of equipment.

A8.4.1.1.1.3.9.1. Use NDI methods (TO 33B-1-1, *Non-Destructive*

Inspection Methods, Basic Theory, or equivalent commercial practices) when: Directed by TOs, questionable indication of defects is noted and parts are reworked in any way that could adversely affect the quality of the part such as milling, welding, machining, plating, grinding, heat treating, etc.

A8.4.1.1.1.3.9.2. Perform magnetic particle inspection on parts which can be magnetized per TO 33B-1-1; *ASTM E1444-05, Standard Practice for Magnetic Particle Testing;* and the applicable overhaul handbook. Personnel performing the inspection should be qualified IAW NAS 410, *Non-Destructive Testing Personnel Qualification and Certification*. Procedures in the general TO and specifications will not supersede those of the overhaul handbook unless so stipulated.

A8.4.1.1.1.3.9.3. Perform penetration inspection on parts that are not magnetized for cracks and other surface defects according to TO 33B-1-1 and MIL-STD-1949 or equivalent commercial practices. Personnel making the inspection should be qualified IAW MIL-STD-410 or equivalent commercial practices.

A8.4.1.1.1.3.9.4. Perform radiographic inspection according to TO 33B-1-1 and MIL-STD-453 or equivalent commercial practices. Procedures in the general TO and specification will not supersede those of the overhaul handbook unless so stipulated.

A8.4.1.1.2. Security: make sure the aircraft work specification requires the contractor to comply with DD Form 254 if applicable.

A8.4.1.1.3. Quality. Insert the appropriate FAR paragraph and ISO reference to cover the requirements such as: repair, test, calibrate and field team services. Examples include:

A8.4.1.1.3.1. The contractor's quality program shall be established and maintained IAW FAR 52.246-2 and FAR 52-246-11. The contractor's quality program shall meet the requirements of ISO 9001:2000, and is to be approved by the cognizant government representative.

A8.4.1.1.3.2. A calibration system program shall be established and maintained IAW NCSL Z540-1 or ISO 10012-1, or equivalent, and is to be approved by the cognizant government representative.

A8.4.1.1.3.3. When requested, the contractor shall assist the cognizant ACO in evaluating product quality deficiency reports and exhibits for defects reported on items repaired under this contract to determine the root cause for deficiencies. These defects may be reported from field or depot organizations. Corrective action to prevent repeat discrepancies shall be an integral part of the contractor's quality program at no additional cost to the government. The contractor shall establish and maintain a program, approved by the cognizant government representative, to assist the cognizant government representative to accomplish the requirements set forth in Air Force TO 00-35D-54 and Joint Regulation DLAD 4155.24.

A8.4.1.1.4. Condemnations. The contractor shall be required to repair all end items unless other written disposition instructions are provided by the PCO through the ACO. Requests for condemnation shall be submitted by the contractor, in writing, through the ACO to the PCO. Condemnation may only be granted if the condition of the item inducted for repair has physical damage that affects greater than 75 percent of the material within the end item (i.e., crushed) or burn damage that affects greater than 80 percent of the internal electrical components and connections of the end item. Replacement costs are determined using TO 00-20-3, *Maintenance Processing of Reparable Property and Repair Cycle Asset Control System*. The PMS will advise ACOs of the criticality of items. The PMS will also provide contractors with up to date "Save Lists". Condemnation and repair of items during organic maintenance will be IAW the above criteria unless modified by the SPM/IMS.

A8.4.1.1.5. Accessory and Component Reuse, Repair and Replacement. Set up specific requirements for the reuse, repair, and replacement of accessories and components. Such requirements are obtained from TO 00-20-1, *Web Access – Aerospace Equipment Maintenance Inspection, Documentation, Policy and Procedures,* and the specific publication for the equipment.

A8.4.1.1.5.1. Expense parts of an end item determined unserviceable or missing shall be replaced with equivalent serviceable parts at no additional cost. Material/parts used for replacement shall be selected IAW the applicable illustrated parts breakdown TOs and only those part numbers identified therein will be used. Subassemblies shall be repaired as a part of the next higher assembly.

A8.4.1.1.5.2. The contractor is authorized to cannibalize reparable LRUs/SRUs necessary to accomplish timely repair. All cannibalized components shall be returned to a pre-cannibalized condition.

A8.4.1.1.5.3. Work specifications will contain the following statement: "No item is to be repaired as job routed if serviceable assets are available and in long supply."

A8.4.1.1.5.4. In order to determine those items with assets in long supply use the Management Reports provided in D200A. Request the reports from the ALC D200A system OPR. Submit requisition for serviceable items on a fill or kill basis so that the repair line is not jeopardized.

A8.4.1.1.6. Aircraft Acceleration and Compression. If required, give specific directions allowing the Government to direct the contractor during critical needs, National Emergencies, or War. Acceleration deals with overtime, multiple shifts, and premium pay. Compression requires an additional Work Specification that can be invoked, directing which steps of maintenance can be deleted or tailored (compressed) from the routine work package. This may include performance based objective(s) with the contractor providing an estimated delivery date for expedited aircraft within 1-2 workdays. It could also address specific reductions in flow days.

A8.4.1.2. Receipt of Aircraft at Facility:

A8.4.1.2.1. Handling. Specific instructions will be provided on handling of aircraft; personnel qualifications for handling, parking, and mooring aircraft; making hazardous equipment safe; and handling, draining, and storing of fuel. The requirements of TO 11A-1-33, *Handling and Maintenance of Explosives Loaded Aircraft,* and AFMAN 91-201, *Explosives Safety Standards,* will be complied with.

A8.4.1.2.2. Munitions. In the event munitions have not been removed from an aircraft before input to a contractor's facility, the contractor will:

A8.4.1.2.2.1. Comply with DoD 4145.26-M, *DoD Contractor's Safety Manual for Ammunition and Explosives*.

A8.4.1.2.2.2. Contractor personnel handling or storing munitions items will be trained on the hazards of the items and proper handling procedures.

A8.4.1.2.2.3. Remove from the aircraft all munitions which are readily detachable in addition to those required to be removed for any other reason.

A8.4.1.2.2.4. As a minimum; ensure munitions removed from an aircraft are safeguarded continuously while in the contractor's custody, by one or more of the following options:

A8.4.1.2.2.4.1. Under direct observation by a guard or an employee normally authorized access to the munitions.

A8.4.1.2.2.4.2. In any container or room which meets the standard described in DoD 5220.22-M, *National Industrial Security Program Operating Manual,* for the storage of secret material except the room or container will be secured by a 3 position changeable combination lock built into a metal door or by FSL high security padlock and high security hasp. Note: Storage of weapons with classified material requires the approval of the contractor's cognizant security office.

A8.4.1.2.2.4.3. In a locked room or container with the windows and miscellaneous openings protected by bars or screening, and which is either inspected at least every two hours by a designated employee or is equipped with a force protection notifying, intrusion alarm system.

A8.4.1.2.2.5. Ensure weapons installed in the aircraft are protected as integral parts of the aircraft unless they will be observed at least every two hours by a designated employee.

A8.4.1.2.3. Inventory. Provide specific instructions for inventory of aircraft through the use of AF Form 2691, *Aircraft/Missile Equipment Property Record*. Indicate the recording and processing of property accountability and shortages. Provide instructions for removal, identification, and storage of loose equipment.

A8.4.1.2.4. Preservation. List requirements for preservation of the aircraft. Give specific instructions for the maintenance facility to follow.

A8.4.1.2.5. Evaluation. Include definitive requirements for Inspection and Evaluation (I&E) tasks for PDM, DM, and ACI.

A8.4.1.3. Specific Work Requirements: List the specific work requirements in the work specifications as indicated below. Divide the work requirement into five parts to provide a ready means of separating depot maintenance, depot modifications, negotiated TCTOs, negotiated maintenance, and special depot requirements (TO 00-25-4, *Depot Maintenance of Aerospace Vehicles and Training Equipment*). Dividing into parts is only to facilitate system management. Extract work requirements in TOs and other directives whenever practical, and include in the work specification as a specific work requirement rather than by reference to the TO or directive. The work specification does not allow the contractor or maintenance facility to determine the work required or the TO or directive that applies.

A8.4.1.3.1. Part A. Depot Maintenance:

A8.4.1.3.1.1. Include all designated depot maintenance and other maintenance tasks requiring special tools, skills, SE facilities normally available only at the depot.

A8.4.1.3.1.2. Indicate the inspections required of the maintenance facility. The extent of the inspection will be defined by indicating the degree of disassembly or teardown required, and defining the access doors, inspection openings, or electrical box covers to be removed or otherwise indicate how the maintenance facility is to gain access to the item being inspected.

A8.4.1.3.1.3. The inspection requirements are obtained from the appropriate aircraft -3 and -6 manuals, PDM work cards, and detailed by system (airframe, landing gear, engines, flight control, etc.) according to the -06 work unit code manual.

A8.4.1.3.1.4. Instructions will include specific and detailed procedures for accessory and component repair, replacement, and reuse. Provide instructions on corrosion treatment, painting, and safety of flight items.

A8.4.1.3.1.5. Instructions will provide that all panels, access doors, and covers removed for inspection and repair under this part be reinstalled.

A8.4.1.3.1.6. Provide specific acceptance criteria or list the specific government or contractor owned acceptance procedure here and in list of TOs and Directive.

A8.4.1.3.2. Part B. Depot Modifications (Classes III, IV, and V). In this section, list depot TCTOs for compliance by the maintenance facility. Include organizational and intermediate TCTOs, which must be accomplished concurrently with the depot TCTOs in this part.

A8.4.1.3.3. Part C. Negotiated TCTOs. List only those organizational and intermediate TCTOs certified by the Deputy for Logistics (A4) of major commands for AFMC accomplishment.

A8.4.1.3.4. Part D. Negotiated Maintenance. The organizational and intermediate maintenance requirements to be included in the Appendix A for aircraft are those certified by the Deputy for Logistics (A4) of the major commands for AFMC accomplishment. The certified organizational and intermediate maintenance requirements will be detailed by aircraft systems as in Part A.

A8.4.1.3.5. Part E. Special Depot Requirements. Depot work not included in other requirements and depot modification accomplished by speed line or depot teams.

A8.4.1.4. Final Processing of Aircraft. Include the specific work requirements for final processing of aircraft. Provide specific instructions for the following:

A8.4.1.4.1. Finishing. Renewal or replacement of markings and insignia, cleaning the aircraft, and touchup painting required. All exterior paints and markings or properly approved exceptions will be listed in the Appendix A.

A8.4.1.4.2. De-preservation.

A8.4.1.4.3. Servicing.

A8.4.1.4.4. Weight and balance.

A8.4.1.4.5. Preflight.

A8.4.1.4.6. Flight Test.

A8.4.1.4.7. Post-flight.

A8.4.1.4.8. Preparation for ferry.

A8.4.1.4.9. Forms preparation.

A8.4.1.4.10. Government acceptance.

A8.4.1.5. Scope. This paragraph provides general instructions for accomplishing the Section 4.0 work requirements on the aircraft and will begin with the following statement: This work specification establishes the minimum work requirements to return the end item to a serviceable but not like new condition.

A8.4.1.6. Terms Explained. List all terms and acronyms with applicable definitions contained in the work specification. In addition, reference TOs and other directives required for the successful completion of the contract.

A8.4.2. Section 2.0 – SERVICE DELIVERY SUMMARY (SDS).

List all items critical to the success of the program. These may include, but are not limited to, data, quality, security, delivery time, variable priority & delivery time (routine, MICAP Surge, acceleration, compression), packaging & handling, any incentives for government savings, etc.

Table A8.2. Service Delivery Summary (SDS).

SDS Para.	Performance Objectives	PWS Para.	Performance Threshold
2.1			
2.2			
2.3			

A8.4.3. Section 3.0 – GFP AND SERVICES. If GFP and services are not applicable to the requirement, list the section heading and state "Contractor shall furnish all material, SE, tools, test equipment, and services." Otherwise, provide details:

A8.4.3.1. Government Furnished Facilities - Not applicable – performed in contractor's facility.

A8.4.3.2. GFM – Contractor shall furnish all material - OR - Government will provide USAF managed material IAW the attached Appendix B**. Note:** DLA managed GFM can only be authorized with a HQ AFMC/A4 approved waiver.

A8.4.3.3. Government Furnished ST/STE – not applicable - OR - Add a tab to the Appendix B for special tools and test equipment required, including sole source. List items by end item/system, NSN, P/N, nomenclature, manufacturer, and quantity required. If no GFE/M, add the special or test equipment list to the Attachments.

A8.4.3.4. Government Furnished Peculiar SE – not applicable - OR - Add a tab to the Appendix B for ST/STE required, including sole source. List items by end item/system, NSN, P/N, nomenclature, manufacturer, and quantity required. If no GFE/GFM, add the ST/STE to the attachments.

A8.4.3.5. Government Furnished Services – not applicable OR describe in detail, i.e. USAF Functional Check Flight.

A8.4.4. Section 4.0 – APPENDICES

A8.4.5. Section 5.0 – LIST OF ATTACHMENTS

A8.4.5.1. Section 5.0 will contain a list of attachments with any applicable publications, workload estimates, maps and work area layouts, government furnished property listings, etc. If publications are listed, they need to be identified by specific paragraph or chapter and should reference back to the paragraph in the SOO/PWS that requires compliance with the publication. Required reports (CDRLs and DIDs) should not be listed as an attachment or appendix, they should be listed in an exhibit to the solicitation IAW DFARS 204.7105, *Contract Exhibits and Attachments*, in Section J of the Uniform Contract Format. AFI 63-124 requires that all referenced instructions, publications, etc. be cited by specific paragraph or chapter rather than the entire publication. This drives the CRT to eliminate all unnecessary publications that do not pertain to the PWS.

A8.4.5.2. Attachment One - TOs and Other Directives

A8.4.5.3. Attachment Two – List of ST/STE

A8.4.5.4. Attachment Three -War/National Emergency Procedures

A8.4.5.5. Normally these are appendices to the repair contract, hence the use of "attachments": Appendix A, (the above) Work Specification, Appendix B, Government Furnished Property, if applicable and Appendix C, Safety, if applicable

A8.4.5.6. Attachment One - TOs and Other Directives:

A8.4.5.6.1. Maintenance of TOs and other directives. The work specification will require the maintenance facility to keep current TOs and other technical directives (TO-00-5-1-WA-1, *AF Technical Order System*). This requires review of TOs and directives issued during the time the work is being done. The review will consider the impact on other work requirements, cost, schedules, and any other pertinent factors. Send a written evaluation along with specific backup data for those changes (increases or decreases) which impact the performance of the maintenance facility to

the ACO/PAO within 10 workdays after receipt. The maintenance facility will not begin work until changes are approved by the ACO/PAO.

A8.4.5.6.1.1. Furnish the maintenance facility with a complete list of the TOs and other directives needed to perform the maintenance required by the contract. If the TO or directive is referred to in the work specification, include the TO or directive in the list. List only TOs and other directives referenced above in Section 1.0 through Section 4.0 IAW AFI 63-124. However, when an extract of a TO or directive is included in the work specification, without reference to title or number, the directive from which the extract was taken will not be listed in Section 4.0. All aircraft shall be worked under the latest revision to the TOs as approved by the ACO/PAO.

A8.4.5.6.2. Applicable TOs. List all applicable non-modification TOs using the following heading: TO NUMBER SHORT TITLE

A8.4.5.6.3. Applicable TCTOs. List all applicable TCTOs using the following standard heading:

Table A8.3. Applicable TCTOs.

TCTO	Acft	Short	Kit	Class IV/V	
Number	Date	Series	Title	Rqmnt	Mod No.

A8.4.5.6.4. Applicable Directives. Every reference below shall be directed specifically within the above paragraphs IAW AFI 63-124. List the applicable directives using the following standard heading and in the order shown:

Table A8.4. – Applicable Directives.

Number	Title
	Air Force Instructions
	Air Force Manuals
	Air Force Materiel Command Regulations
	Air Force Materiel Command Manuals
	Air Force – Navy Bulletin – Army Publications
	Military Specifications
	Air Force – Navy – Army Design Standards
	Drawings – Manufacturer or Air Force
	Government/Commercial Bulletins
	Commercial Specifications

A8.4.5.7. Attachment Two. List of ST/STE. Include as an attachment only if no Appendix B is required, but only if a specific list was referenced in Section 3.0. This specific list may be Government furnished or contractor furnished by "qualified" contractors.

A8.4.5.8. Attachment Three (War/National Emergency Procedures), i.e., Aircraft Compression Work Specification.

A8.5. Instructions for Preparing Standard Maintenance Work Spec for ENGINES.

A8.5.1. Section 1.0 – Description of Services/General Information (Definitions, etc). This section gives general information on accomplishing the requirements in the specification:

A8.5.1.1. General Work Requirements. Provide information on the type of work to be performed, type of engines to be worked on and the special or limiting factors involved. If minor repair on jet engine base maintenance is to be done, advise the maintenance facility in this paragraph.

A8.5.1.1.1. Data:

A8.5.1.1.1.1. The maintenance facility will maintain forms listed below, as applicable, during the time the equipment is at the facility. Other DD or AFTO forms may be added to this list, as the SPM/IMS determines necessary. Requirements for maintenance data reporting will be included IAW TO 00-20-2.

Table A8.5. Forms.

Form No.	Form Title	Applicable Directive
AFTO 34	Cylinder Compression History	00-20-5
AFTO 44	Turbine Wheel Historical Record	00-20-5
AFTO 95	Significant Historical Data	00-20-5
AFTO 349	Maintenance Data Collection Record	00-20-2 Series TOs

A8.5.1.1.1.2. List reports applicable to the contract maintenance requirement on the DD Form 1423. List reports applicable to organic maintenance requirements in the work specification complete with report title and applicable directive.

A8.5.1.1.1.3. Establish the technical data standard to which maintenance will conform. The removal, disassembly, inspection, repair, adjustment, modification, test, assembly, and reinstallation of components and equipment will conform to the basic maintenance instructions and the applicable TOs listed in Section 4.0 of the work specification. Definitive requirements for NDI may be included to get greatest economic advantage from NDI methods and procedures. The governing directive for NDI is TO 33B-1-1. Follow this TO and those applicable to NDI for the particular engine when NDI processes and procedures are given in the work specification.

A8.5.1.1.2. Security. The engine work specification will require the maintenance facility to comply with DD Form 254, if applicable.

A8.5.1.1.3. Quality. Use the guidance in this attachment. Coordinate all work specifications with the Quality organization.

A8.5.1.1.4. Condemnation and Repair. The specification will forbid the contractor to condemn items without prior approval of the ACO. Contractors will not be allowed to repair items where the cost of parts and labor exceeds 75 percent of the replacement cost of the item unless authorized by the ACO. Replacement costs will be determined using AFI 65-503, *US Air Force Cost and Planning Factors*. When the unit repair cost exceeds 75% of the actual unit price, the item should be considered a "consumable" verses a "repairable" based on economic reasons of "throw away" verses "repair it". If an item breaches the 75% threshold, it is to be reviewed by the

ES or Engineer for possible ERRC Code change. For further information on cost to repair, see AFMCI 23-112, *Source, Maintenance and Recoverability Coding of Air Force Weapons, Systems, and Equipments*. The PMS will advise ACOs of the criticalness of items. Condemnation and repair of Items during organic maintenance will be according to the above criteria unless modified by the SPM/IMS.

A8.5.1.1.5. Accessory and Component Reuse, Repair and Replacement: Set up specific requirements for the reuse, repair, and replacement of accessories and components. Such requirements are obtained from TO 00-20-1 and the specific publication for the equipment.

A8.5.1.1.5.1. Expense parts of an end item determined unserviceable or missing shall be replaced with equivalent serviceable parts at no additional cost. Material/parts used for replacement shall be selected IAW the applicable illustrated parts breakdown TOs and only those part numbers identified therein will be used. Subassemblies shall be repaired as a part of the next higher assembly.

A8.5.1.1.5.2. The contractor is authorized to cannibalize reparable LRUs/SRUs necessary to accomplish timely repair. All cannibalized components shall be returned to a pre-cannibalized condition.

A8.5.1.1.5.3. Organic work specifications will contain the following statement, "No item is to be repaired as job routed if serviceable assets are available and in long supply."

A8.5.1.1.5.4. Submit requisitions for serviceable items on a fill or kill basis so the repair line is not jeopardized.

A8.5.1.1.6. Expediting Engines (acceleration). If required, give specific directions allowing the Government to direct the contractor for critical needs, National Emergencies, or War. Acceleration deals with overtime, multiple shifts, and premium pay. This may include performance based objective(s) with the contractor providing an estimated delivery date for expedited items within 1-2 workdays. It could also address specific reductions in flow days for MICAPs and Surge items.

A8.5.1.2. Receipt of Engines at Facility:

A8.5.1.2.1. Handling. Give specific instructions on how to handle engines input for maintenance. Cite or extract instructions from the applicable TOs or other directives.

A8.5.1.2.2. Inventory. Provide detailed instructions on inventory of engines, parts, and accessories. Advise the maintenance facility how to verify its records on receipt of engines and what to do when there is a variance between the records and the actual count. Advise of the need to inspect the engines and parts for damage. Provide instructions for inspection of GFP, MISTR, and reporting of damaged engines.

A8.5.1.2.3. Preservation. Provide complete instructions for preservation of engines and parts. Provide for storage of GFP and MISTR items (exchangeable assemblies) and storage of engine containers. Furnish instructions for storing engines and parts awaiting work.

A8.5.1.3. Specific Work Requirements:

A8.5.1.3.1. Disassembly. Provide specific instructions on the disassembly of the engines. Either extract the instructions from the applicable TOs and directives or cite the directives. Advise pre-cleaning of engine parts before disassembly is not required. Give details on the disposition of unserviceable or questionable parts discovered during disassembly. Provide instructions for disposition of fuels, oils, and lubricants removed from the engine.

A8.5.1.3.2. Cleaning. Furnish instructions for cleaning parts after disassembly. Specify the cleaning, material and method clearly so no damage to the engine parts will result. Provide specific instructions on corrosion control; that is, the removal of oxidation from metal parts and the preservatives to apply to safeguard against further oxidation. Advice all parts removed from the engines will be stored in areas where they will be safe from corrosion and damage.

A8.5.1.3.3. Maintenance. Provide specific instructions for maintenance required. Use the -6 manuals plus any other TOs and directives to ensure full details are given for maintenance on the engine. It is preferable to provide the maintenance instructions broken down into the various engine sections, for instance, propeller shaft, magnet drive case, crankcase turbine carburetor master control, fuel system, impeller, etc. In this way, full and complete coverage for each section of the engine can be ensured. The instructions furnished should apply to all engines involved in the maintained requirement. If alteration of overhaul or other maintenance instruction is necessary to fit special requirements of engines be sure to include the correct instructions for each engine, be sure to include the correct instructions for each engine. Make sure details are provided so the work done can be judged by a recognized standard of quality.

A8.5.1.3.4. Special Work. For special work requirements such as engine reclamations, overhaul of Security Assistance program engines, or other extraordinary work, provide full and detailed provisions. Explain maintenance required in such special situations since the contractor will most likely be unfamiliar with the work required. Any special instructions on the organic facility should also be included.

A8.5.1.3.5. Finishing. Provide specific instructions for the finishing required to get the engines ready for block test and government acceptance. Refer to applicable directives or include extracted provisions in the work specification.

A8.5.1.3.6. Acceptance Testing. Specify the TOs and other directives or include the procedures applicable to government or contractor owned acceptance block test. Include instructions for quality audit of serviceable exchangeable items based on customer feedback.

A8.5.1.4. Scope. Provide general information to the maintenance facility for maintenance on engines, engine accessories, and related parts beginning with the following statement: "This work specification establishes the minimum work requirements to return the item to a serviceable but not like new condition."

A8.5.1.5. Terms explained. List all terms and acronyms, with applicable definitions, contained in the work specifications, referenced TOs, and other directives required for the accomplishment of the contract.

A8.5.2. Section 2.0 – SDS. List items critical to the success of the program. These may include, but are not limited to, data, quality, security, delivery time, variable priority & delivery time (routine, MICAP Surge, acceleration, compression), packaging & handling, any incentives for government savings, etc.

Table A8.6. Service Delivery Summary (SDS).

SDS Para.	Performance Objectives	PWS Para.	Performance Threshold
2.1			
2.2			
2.3			

A8.5.3. Section 3.0 – GOVERNMENT FURNISHED PROPERTY AND SERVICES. If GFP and services are not applicable to the requirement, list the section heading and state "Contractor shall furnish all material, support equipment, tools, test equipment, and services." Otherwise, provide details:

A8.5.3.1. Government Furnished Facilities - Not applicable – performed in contractor's facility.

A8.5.3.2. GFM – Contractor shall furnish all material - OR - Government will provide USAF managed material IAW the attached Appendix B. Note DLA managed GFM can only be authorized with a HQ AFMC/A4D approved waiver.

A8.5.3.3. Government Furnished ST/STE – not applicable - OR - Add a tab to the Appendix B for special tools and test equipment required including sole source. List items by end item/system, NSN, P/N, nomenclature, manufacturer, and quantity required. If no GFE/M, add the ST/STE list to the attachments.

A8.5.3.4. Government Furnished Peculiar SE – not applicable - OR - Add a tab to the Appendix B for ST/STE required, including sole source. List items by end item/system, NSN, P/N, nomenclature, manufacturer, and quantity required. If no GFE/M, add the ST/STE list to the attachments.

A8.5.3.5. Government Furnished Services – not applicable OR describe in detail, i.e. USAF Functional Check Flight.

A8.5.4. Section 4.0 – APPENDICES

A8.5.5. Section 5.0 – LIST OF ATTACHMENTS

A8.5.5.1. Section 5.0 will contain a list of attachments with any applicable publications, workload estimates, maps and work area layouts, government furnished property listings, etc. If publications are listed, they need to be identified by specific paragraph or chapter and should reference back to the paragraph in the SOO/PWS that requires compliance with the publication. Required reports (CDRLs and DIDs) should not be listed as an attachment or appendix. They should be listed in an exhibit to the solicitation IAW DFARS 204.7105 in Section J of the Uniform Contract Format. AFI 63-124 requires all referenced instructions, publications, etc. be cited by specific paragraph or chapter rather than the entire publication. This drives the CRT to eliminate all unnecessary publications that do not pertain to the PWS.

A8.5.5.2. Attachment One - TOs and Other Directives.

A8.5.5.3. Attachment Two - List of ST/STE.

A8.5.5.4. Attachment Three –War/National Emergency Procedures.

A8.5.5.4.1. Normally these are appendices to the repair contract, hence the use of "attachments": Appendix A, (the above) Work Specification, Appendix B, Government Furnished Property, if applicable and Appendix C, Safety, if applicable.

A8.5.5.5. Attachment One - TOs and Other Directives:

A8.5.5.5.1. Maintenance of TOs and other directives. The work specification will require the maintenance facility to keep current TOs and other technical directives (TO-00-5-1-WA-1). This requires review of TOs and directives issued during the time the work is being done. The review will consider the impact on other work requirements, cost, schedules, and any other pertinent factors. Send a written evaluation along with specific backup data for those changes (increases or decreases) which impact the performance of the maintenance facility to the ACO/PAO within 10 workdays after receipt. The maintenance facility will not begin work IAW the TO revision until the TO is approved by the ACO/PAO.

A8.5.5.5.1.1. Furnish the maintenance facility with a complete list of the TOs and other directives needed to perform the maintenance required by the contract. If the TO or directive is referred to in the work specification, include the TO or directive in the list. List only TO and other directives referenced above in Section 1.0 through Section 4.0 IAW AFI 63-124. However, when an extract of a TO or directive is included in the work specification, without reference to title or number, the directive from which the extract was taken will not be listed in Section 4.0. All aircraft shall be worked under the latest revision to the technical order as approved by the ACO/PAO.

A8.5.5.5.1.2. Applicable TOs. List all applicable non-modification TOs using the following heading: TO NUMBER SHORT TITLE

A8.5.5.5.1.3. Applicable TCTOs. List all applicable TCTOs using the following standard heading:

Table 8.7. Applicable TCTOs.

TCTO	Acft	Short	Kit	Class IV/V	
Number	Date	Series	Title	Rqmnt	Mod No.

A8.5.5.5.1.4. Applicable Directives. List the applicable directives using the following standard heading and in the order shown:

Table A8.8. Applicable Directives.

Number	**Title**
	Air Force Regulations Air Force Manuals
	Air Force Materiel Command Regulations
	Air Force Materiel Command Manuals

Number	Title
	Air Force – Navy Bulletin – Army Publications
	Military Specifications
	Air Force – Navy – Army Design Standards
	Drawings – Manufacturer or Air Force
	Government/Commercial Bulletins
	Commercial Specifications

A8.5.5.6. Attachment Two - List of ST/STE. Include as an attachment only if no Appendix B is required, but a specific list was referenced in Section 3.0. This specific list may be Government furnished or contractor furnished by "qualified" contractors.

A8.5.5.7. Attachment Three - (War/National Emergency Procedures), i.e., Aircraft Compression Work Specification.

A8.6. Instructions for Preparing Standard Maintenance Work Specs for EQUIPMENT.

A8.6.1. Section 1.0 – DESCRIPTION OF SERVICES/GENERAL INFORMATION (DEFINITIONS, ETC.): The instructions for work may vary greatly depending on the type of equipment. The repair instructions required for maintenance of component or subassembly items will be much different in volume and content from those required for maintenance of a strategic missile or one of the C-E systems. Some items of equipment have a requirement for limited repair and thus the repair instructions must be limited accordingly. All of the above factors may affect the work specification. The format for equipment work specifications accompanying instructions must be used as a guide in writing maintenance work specifications for equipment other than aircraft and engines; however, these work specifications will also require detailed definition and standardization. Variances from the standard format and instructions are permissible only where absolutely necessary. State exactly what is to be done and how it is to be done. This will minimize O&A work and prevent misunderstanding between the Government and the contractor.

A8.6.1.1. General Work Requirements. Provide information on the type of work required such as PDM, repair or overhaul. Indicate the extent of the work or, if necessary, the concept of maintenance and any limiting factors. For instance, minor defects will not be cause for rejection if final tests are passed, or that restoration to like new condition is not required.

A8.6.1.1.1. Data:

A8.6.1.1.1.1. Maintenance Forms. Instruct the maintenance facility to maintain forms listed below, as applicable, during the time the equipment is at the contractor’s facility. Other DD or AFTO forms may be added to this list. Include requirements for maintenance data reporting according to TO 00-20-2:

Table A8.9. Maintenance Forms.

Form No.	Form Title	Applicable Directive
AFTO 95	Significant Historical Data	00-20-4, 00-20-7
AFTO 349	Maintenance Data Collection Record	00-20-2 Series TOS

A8.6.1.1.1.2. Reports. List reports applicable to the contract maintenance

requirements on DD Form 1423. List reports applicable to organic maintenance requirements in the work specification, complete with report title and applicable directive.

A8.6.1.1.1.3. Technical Data. Establish the technical data standard to which maintenance will conform. The removal, disassembly, inspection, repair, adjustment, modification, test, assembly, and reinstallation of components and equipment will conform to the basic maintenance instructions manual and other applicable TOs listed in Section 4.0 of the work specification. Include complete requirements for NDI to get the greatest economic advantage from NDI methods and procedures. Get these requirements from the applicable NDI TO or other directive for the equipment.

A8.6.1.1.2. Security. The maintenance facility will comply with DD Form 254, if applicable.

A8.6.1.1.3. Quality. Use the guidance in this attachment. Coordinate all work specifications with the Quality organization.

A8.6.1.1.4. Condemnation and Repair. The specification will forbid the contractor to condemn items without prior approval of the ACO. Contractors will not be allowed to repair items where the cost of parts and labor exceed 75 percent of the replacement cost of the items unless authorized by the ACO. Determine replacement costs using AFI 65-503, *US Air Force Cost and Planning Factors.* The PMS will advise the ACOs of the criticality of items. Condemnation and repair of items during organic maintenance will be IAW these criteria unless modified by the PMS. The provisions of TO 00-25-240, *Uniform Repair/Replacement Criteria for Selected USAF Support Equipment (SE),* apply for applicable SE items unless specifically waived by the IMS. Work specifications will contain the following statement: "No item is to be repaired as job routed if serviceable assets are available and in long supply."

A8.6.1.1.4.1. In order to determine those items with assets in long supply use the Management Reports provided in D200A. Request the reports from the ALC D200A system OPR.

A8.6.1.1.4.2. Submit requisitions for serviceable items on a fill or kill basis so that the repair line is not jeopardized.

A8.6.1.1.5. Accessory and Component Reuse, Repair and Replacement: Set up specific requirements for the reuse, repair, and replacement of accessories and components. Such requirements are obtained from TO 00-20-1 and the specific publication for the equipment.

A8.6.1.1.5.1. Expense parts of an end item determined unserviceable or missing shall be replaced with equivalent serviceable parts at no additional cost. Material/parts used for replacement shall be selected IAW the applicable illustrated parts breakdown TOs and only those part numbers identified therein will be used. Subassemblies shall be repaired as a part of the next higher assembly.

A8.6.1.1.5.2. The contractor is authorized to cannibalize reparable LRUs/SRUs

necessary to accomplish timely repair. All cannibalized components shall be returned to a pre-cannibalized condition.

A8.6.1.1.6. Facility Requirements: Detail for the contractor any specific requirements facilities must meet in order to be in compliance with contractual mandates. For example: "The repair facility shall be environmentally controlled by standard commercial design air conditioning, except the filtration system shall be rated 70 percent or more efficient for 1.0 MICRON and larger particles. The temperature shall be maintained at 70 degrees Fahrenheit, plus or minus 10 degrees, with relative humidity less than 60 percent."

A8.6.1.1.7. Electrostatic Discharge (ESD) Control: The contractor shall implement, when applicable, an electrostatic discharge control program for all electrostatic sensitive devices IAW MIL-STD-129P(A), MIL-STD-1686(c), *Electrostatic Discharge Control Program for Protection of Electrical and Electronic Parts, Assemblies and Equipment (Excluding Electrical Initiated Devices),* TO 00-25-234, *General Shop Practice Requirements for the Repair; Maintenance and Test of Electrical Equipment (ATOS*); or equivalent commercial practices. MIL-HDBK-263B, *Electrostatic Discharge Control Handbook for Protection of Electrical and Electronic Parts, Assemblies and Equipment (Excluding Electrical Initiated Devices,* can also be used as a guide.

A8.6.1.1.8. Equipment expedited delivery. If required, give specific directions allowing the Government to direct the contractor during critical needs, or National Emergencies, or War. Acceleration deals with overtime, multiple shifts, and premium pay. Address Routine, MICAP, and Surge. This may include performance based objective(s) with the contractor providing an estimated delivery date for expedited items within 1-2 workdays. It could also address specific reductions in flow days for MICAPs and Surge items.

A8.6.1.2. Receipt of Equipment at Facility.

A8.6.1.2.1. Handling. Provide specific and detailed instructions for the maintenance facility to follow. Instructions will cover uncrating and storing of the reusable containers, cleaning of the equipment, precautions required to protect the equipment under all environmental conditions, and any safety precautions on hazards concerned with the equipment.

A8.6.1.2.2. Inventory. Furnish specific instructions to the maintenance facility for an inventory inspection to determine the completeness of the equipment plus the instructions on the actions to be taken in reporting missing or incomplete parts.

A8.6.1.2.3. Preservation. Furnish detailed instructions on preservation of the equipment, use of oils, grease, lubricants, and any special preservatives required.

A8.6.1.3. Specific Work Requirements. Provide detailed instructions for the maintenance facility. The following elements should be considered:

A8.6.1.3.1. Disassembly is limited to that necessary to accomplish the required inspection, test, repair, or replacement. Provide specific instructions on the equipment being maintained.

A8.6.1.3.2. Cleaning. Provide details on the cleaning to be done during repairs.

A8.6.1.3.3. Inspection. Indicate the depth of inspections required to locate and identify defects and deficiencies and the extent of repairs authorized after defects are discovered.

A8.6.1.3.4. Corrosion control is essentially a part of inspection but it is specifically identified so that detailed provisions are included for inspections.

A8.6.1.3.5. Maintenance. Include the provisions for doing the maintenance. Instructions will vary with equipment and the type of maintenance required. The work requirements are obtained from the repair and overhaul manuals for the equipment and any other special requirements. Correction of corrosion defects is specified here. Also provide instructions for the repair of critical items on the reuse, repair, and replacement of accessories and components.

A8.6.1.3.6. Testing and Finishing. Include instructions on painting, calibration, final testing, and preservation. Shall include specific acceptance criteria or list the specific government or contractor owned acceptance procedure here and in Section 5.0.

A8.6.1.4. Scope. Provide general information for accomplishing the repair, overhaul, or modification of Air Force equipment.

A8.6.1.5. Terms Explained. List all terms and acronyms with applicable definitions, contained in the work specification, referenced TOs, and other directives required for the accomplishment of the contract.

A8.6.2. Section 2.0 – SDS

List items critical to the success of the program, these may include, but are not limited to, data, quality, security, delivery time, variable priority & delivery time (routine, MICAP Surge, acceleration, compression), packaging & handling, any incentives for government savings, etc.

Table A8.10. Service Delivery Summary (SDS).

SDS Para.	Performance Objectives	PWS Para.	Performance Threshold
2.1			
2.2			
2.3			

A8.6.3. Section 3.0 – GOVERNMENT FURNISHED PROPERTY AND SERVICES. If GFP and services are not applicable to the requirement, list the section heading and state "Contractor shall furnish all material, support equipment, tools, test equipment, and services." Otherwise, provide details:

A8.6.3.1. Government Furnished Facilities - Not applicable – performed in contractor's facility.

A8.6.3.2. GFM – Contractor shall furnish all material - OR - Government will provide USAF managed material IAW the attached Appendix B. Note: DLA managed GFM can only be authorized with an HQ-AFMC/A4 approved waiver to CFM.

A8.6.3.3. Government Furnished ST/STE – not applicable - OR - Add a tab to the Appendix B for ST/STE required (including sole source). List items by end item/system,

NSN, P/N nomenclature, manufacturer, and quantity required. If no GFE/GFM, add the ST/STE list to the attachments.

A8.6.3.4. Government Furnished Peculiar SE – not applicable - OR - Add a tab to the Appendix B for ST/STE equipment required (including sole source). List items by end item/system, NSN, P/N, nomenclature, manufacturer, and quantity required. If no GFE/GFM, add the special or test equipment list to the attachments.

A8.6.3.5. Government Furnished Services – not applicable OR describe in detail (i.e. USAF Functional Check Flight).

A8.6.4. Section 4.0 – APPENDICES.

A8.6.5. Section 5.0 – LIST OF ATTACHMENTS.

A8.6.5.1. Section 5.0 will contain a list of attachments with any applicable publications, workload estimates, maps and work area layouts, government furnished property listings, etc. If publications are listed, they need to be identified by specific paragraph or chapter and should reference back to the paragraph in the SOO/PWS that requires compliance with the publication. Required reports (CDRLs and DIDs) should not be listed as an attachment or appendix. They should be listed in an exhibit to the solicitation IAW DFARS 204.7105 in Section J of the Uniform Contract Format. AFI 63-124 requires that all referenced instructions, publications, etc. be cited by specific paragraph or chapter rather than the entire publication. This drives the CRT to eliminate all unnecessary publications that do not pertain to the PWS.

A8.6.5.2. Attachment One - Technical Orders and Other Directives.

A8.6.5.3. Attachment Two – List of ST/STEs.

A8.6.5.4. Attachment Three - War/National Emergency Procedures.

A8.6.5.5. Normally these are appendices to the repair contract, hence the use of "attachments": Appendix A, (the above) Work Specification, Appendix B, Government Furnished Property, if applicable and Appendix C, Safety, if applicable.

A8.6.5.6. Attachment One - TOs and Other Directives:

A8.6.5.6.1. Maintenance of TOs and other directives. The work specification will require the maintenance facility to keep current TOs and other technical directives (TO-00-5-1-WA-1). This requires review of TOs and directives issued during the time the work is being done. The review will consider the impact on other work requirements, cost, schedules, and any other pertinent factors. Send a written evaluation along with specific backup data for those changes (increases or decreases) which impact the performance of the maintenance facility to the ACO/PAO within 10 workdays after receipt. The maintenance facility will not begin work IAW the TO revision until the TO is approved by the ACO/PAO.

A8.6.5.6.1.1. Furnish the maintenance facility with a complete list of the TOs and other directives needed to perform the maintenance required by the contract. If the TO or directive is referred to in the work specification, include the TO or directive in the list. List only TOs and other directives referenced above in Section 1.0 through Section 4.0 IAW AFI 63-124. However, when an extract of a

TO or directive is included in the work specification, without reference to title or number, the directive from which the extract was taken will not be listed in Section 5.0. All aircraft shall be worked under the latest revision to the technical order as approved by the ACO/PAO.

A8.6.5.6.2. Applicable TOs. List all applicable non-modification TOs using the following heading: TO NUMBER SHORT TITLE

A8.6.5.6.3. Applicable TCTOs. List all applicable TCTOs using the following standard heading:

Table A8.11. Applicable TCTOs.

TCTO	Acft	Short	Kit	Class IV/V	
Number	Date	Series	Title	Rqmnt	Mod No.

A8.6.5.6.4. Applicable Directives. List the applicable directives using the following standard heading and in the order shown:

Table A8.12. Applicable Directives.

Number	**Title**
	Air Force Regulations Air Force Manuals
	Air Force Materiel Command Regulations
	Air Force Materiel Command Manuals
	Air Force – Navy Bulletin – Army Publications
	Military Specifications
	Air Force – Navy – Army Design Standards
	Drawings – Manufacturer or Air Force
	Government/Commercial Bulletins
	Commercial Specifications

A8.6.5.7. Attachment Two. List of ST/STE. Include as an attachment only if no Appendix B is required, but a specific list was referenced in Section 3.0. This specific list may be Government furnished or contractor furnished by "qualified" contractors.

A8.6.5.8. Attachment Three. War/National Emergency Procedures. Example could be an Aircraft Compression Work Specification.

Figure A8.3. Standard Format for Appendix A – Cover Page.

HEADQUARTERS

_____ AIR LOGISTICS CENTER

_____ AIR FORCE BASE, _____ _____

AF CONTRACT NUMBER: APPENDIX A

PR NUMBER: BASIC DATE: _____

REVISION #__ and DATE: _____

PERFORMANCE WORK STATEMENT (PWS)

TYPE WORK: _____

CONTENTS

Figure A8.4. Standard Format for Appendix A – Cover Page.

HEADQUARTERS

_____ AIR LOGISTICS CENTER

_____ AIR FORCE BASE, _____ _____

AF CONTRACT NUMBER: APPENDIX A

PR NUMBER: BASIC DATE: _____

REVISION #__ and DATE: _____

NON-PERFORMANCE BASED WORK SPECIFICATION

TYPE WORK: _____

CONTENTS

Figure A8.5. Standard Format for Appendix A – Revision Cover Page.

DEPARTMENT OF THE AIR FORCE

XXXXX AIR LOGISTICS CENTER

XXXX AFB XX ZIP+4

AF CONTRACT NUMBER:_____REVISION #:_____DATE:_____

APPENDIX A WORK SPECIFICATION

DATE: _____

TYPE WORK: _____

TYPE EQUIPMENT: _____

Appendix A Work Specification File Number _____ is revised as follows:

1. The attached revised pages will be inserted into the basic Appendix A according to page number and the superseded pages will be removed and filed separately for reference purposes.

2. The portion of the attached revised pages affected by revision is indicated by a vertical black line opposite the revision.

3. After revised pages have been inserted into the basic Appendix A, this cover sheet will be attached to the front of the basic Appendix A for reference to revisions, revised pages and dates of revisions as listed in subsequent fields.

Revision		
Number	Pages	Date

Attachment 9

CONTRACT REPAIR/TECHNICAL SCREENING POLICY FORMAT/INSTRUCTIONS

A9.1. General. Technical screening must be performed to ensure that the repair has the documented technical requirements. The technical authority is responsible for providing the technical screening requirements. The ultimate responsibility for the weapon system is the PM. Under Operational Safety, Suitability, & Effectiveness (OSS&E) assurance policy, the responsibility for all technical issues is delegated to the Chief Engineer of the responsible system or Lead Engineer of the end-item. Technical authority to define and document the technical requirements may be delegated by the Chief Engineer of the responsible system or Lead Engineer of the end item to those having technical competence and capability to perform the required activities (ref. AFMCI 63-1201, *Implementing Operational Safety Suitability and Effectiveness (OSS&E) and Life Cycle Systems Engineering).*

A9.1.1. The range and depth of technical information required in support of repair is almost unlimited. This attachment provides a baseline process and set of policy guidelines. The objective of this attachment is to establish an effective mechanism to determine and document RMC/RMSC and approved sources to support the acquisition of repair actions.

A9.1.2. Technical screening actions for repair actions are referred to as "Contract Repair Screening". The technical screening actions should be completed prior to procurement of contracted repair services.

A9.2. Contract Repair Screening Policy.

A9.2.1. The Materiel Support Group at each ALC will be responsible for developing processes and procedures for the following: AFMC Form 762 and initiation/requests for screening, AFMC Form 762 status, AFMC Form 762 training, and an AFMC Form 762 data archive. The procedures contained herein define responsibilities and prescribes procedures for preparing and processing an AFMC Form 762 for items having ERRC Codes C, P, S, T and U. It is applicable to the PMS, Cognizant Engineer, ES, and Screening Technician. The form can be accessed on the AFMC Publications and Forms Web Site (**http://www.e-publishing.af.mil**/).

A9.2.2. This policy applies to items that have been through the Source of Repair Assignment Process (SORAP) and are deemed to be partially or completely contractor repair. This process implements a program to screen repairable assets prior to procurement of contract repair services. The AFMC Form 762 will document the factors and results of the decision process regarding the requirements for each item subject to contract repair.

A9.2.3. Screening Criteria thresholds are weapons system dependent. Occasionally, an item will not meet strict economic considerations for screening, but screening actions may be required due to other considerations such as overpricing. Each ALC will develop minimum thresholds which are consistent with economic considerations and resources. These will be documented by a local policy.

A9.2.4. AFMC Form 762 will be completed by the appropriate PMS, Cognizant Engineer, ES, and Screening Technician. The appropriate RMC/RMSC must be determined and justified based on the availability and adequacy of resources required to effect timely repair

and high quality workmanship. No PR for contract repair will be processed without a current and accurate AFMC Form 762 unless specifically exempted. Copies of the completed form and associated documentation will be kept in a central data Master Repository (MR).

A9.2.5. Specific exemptions to the Repair Screening Analysis Process:

A9.2.5.1. Foreign Military Sales peculiar items

A9.2.5.2. Insurance Items (exception for Acquisition Advice Code (AAC): Z items).

A9.2.5.3. Obsolete items.

A9.2.5.4. Phase out items.

A9.2.5.5. Items with annual repair values below those thresholds developed by local policy.

A9.2.6. AFMC Form 762 Procedures:

A9.2.6.1. PART I. The PMS with input from the IMS/MM and ES is responsible for initiating the AFMC Form 762 and completing Part I. After completion, the PMS will forward the form to the ES.

A9.2.6.1.1. Form Initiation Date Field (1). yyyymmdd.

A9.2.6.1.2. Form Priority Field (2). Priority as follows: Urgent (1 – 30 days) and Routine (31 – 60 days) (ref. AFMCI 21-149 for Emergency/Surge Requirements).

A9.2.6.1.3. NSN Field (3). Obtain from the D043 or B21 product.

A9.2.6.1.4. Part Number Field (4). Obtained from a D043 [Master Item Identification Control System (MIICS)] NSN Interrogation and coordinated with the ES.

A9.2.6.1.5. Part Number CAGE Code Field (5). Enter the CAGE Code of Original Design Activity.

A9.2.6.1.6. NOUN Field (6). Obtained from the Automated Budget Compilation System (ABCS) - Repair, Quarterly Projection Worksheet (B21).

A9.2.6.1.7. Annual Repair Quantity Field (7). Obtained from the ABCS - Repair, Quarterly Projection Worksheet (B21).

A9.2.6.1.8. Latest Repair Cost Field (8). Obtained from the ABCS - Repair, Quarterly Projection Worksheet (B21).

A9.2.6.1.9. Annual Repair Budget Value Field (9). This is the result of multiplying the quantity in Annual Repair Quantity Field and the latest repair cost in the Latest Repair Cost Field.

A9.2.6.1.10. Forecast Unit Price Field (10). Obtained from the ABCS - Repair, Quarterly Projection Worksheet (B21).

A9.2.6.1.11. ERRC Code Field (11).

A9.2.6.1.12. Weapon System Field (12). List primary weapon system, (i.e., Mission/Design/Series (F15, Minuteman II, GPS)).

A9.2.6.1.13. End Item Application Field (13). List end item application, (i.e. F100-220 Engine, Horizontal Situation Indicator, or B-52 aircraft).

A9.2.6.1.14. History Field (14). Obtain procurement history from B21. Note: any pertinent historical data including previous repair sources, additional I&S NSNs, P/Ns, vendors, engineering historical data that should be documented in the MR is to be included in the Remarks Field (Part V), of the AFMC Form 762. Attach letter size bond paper with additional information, if more space is needed. Additional information should reference the applicable Fields of the AFMC Form 762.

A9.2.6.1.15. PMS Name/Code/Office Symbol/Phone/Completion Date Fields (15). After Completion of the PMS section, forward the AFMC Form 762 and attachments to the ES.

A9.2.6.2. PART II. The ES is responsible for completing Part II of the AFMC Form 762 and reviewing applicable data to determine if adequate repair procedures exist. After completion, the ES will forward the AFMC Form 762 to either the Screening Office or the Cognizant Engineer as appropriate.

A9.2.6.2.1. Technical Orders Required Field (16). List applicable TOs, TCTOs required for repair on the Repair Data List (RDL).

A9.2.6.2.2. Other Specifications/Special Repair Criteria Required Field (17). List other specifications/special repair criteria required for repair on the RDL.

A9.2.6.2.3. Data Fields (18) will be completed as follows:

A9.2.6.2.3.1. Check the first box if the data listed on the RDL completely specifies the technical requirements for repair and forwards the AFMC Form 762 to the Engineer upon completion of Part II.

A9.2.6.2.3.2. Check the second box if the information on the RDL does not completely specify all the data required for repair. Coordinate with the Engineer and Screening Technician and list any additional data to be reviewed in the Remarks Field (33). Once the ES section is complete, the Screening Technician needs to pull any drawings for the engineer and forward the form to the screening office.

A9.2.6.2.3.2.1. If coordination determines that the Screening Technician can do further research, document the type of data the Screening Technician will research in the Remarks Field (33) and forward the AFMC Form 762 to the screening office upon completion of Part II.

A9.2.6.2.3.2.2. If coordination determines that the Screening Technician cannot do any further research, annotate in the Remarks Field (33) and forward the AFMC Form 762 to the Engineer upon completion of Part II.

A9.2.6.2.4. ST/STE Fields (19). Self Explanatory.

A9.2.6.2.5. Equipment Specialist Name/Code/Office Symbol/Phone/Completion Date Fields (20). IAW the decision made in the Data Fields, forward to the appropriate office after completing Part II.

A9.2.6.3. PART III. The Screening Office is only required to complete Part III of the AFMC Form 762 if coordination between the ES, Engineer, and Screening Technician has been completed and the second box in Data Field has been checked. The data will be identified and annotated in the Remarks Field (33).

A9.2.6.3.1. Requested Engineering Data Field (21). The Screening Technician will check the appropriate box and either:

A9.2.6.3.1.1. Annotate requested data on RDL; or select No Data.

A9.2.6.3.1.2. Document any complications in Screening Technician Remarks Field (22).

A9.2.6.3.2. Identify any screening complications. Use the Remarks Field (33) if additional space is required.

A9.2.6.3.3. Screening Technician Name Field. After completion of the Screening Technician section, forward the form to the Engineer.

A9.2.6.4. PART IV. The Cognizant Engineer is responsible for completing Part IV of AFMC Form 762, reviewing information completed in Parts I, II and III of the form before making a RMC/RMSC determination. Part IV of the AFMC Form 762 will be completed as follows:

A9.2.6.4.1. Critical Safety Item Field (24). Check yes if weapons systems program office has identified item as a critical safety item.

A9.2.6.4.2. Overhauled/Repaired Field (25). Determine if item can be commercially overhauled/repaired IAW FAR part 12.

A9.2.6.4.3. Precontract Qualification Required Field (26). Determine if repair qualification requirements or a repair qualification requirements waiver applies, check the appropriate box and attach a copy of the Justification for Qualification Requirements (JQR)/Qualification Requirements (QR)/Source Qualification Statement (SQS) or waiver to this form.

A9.2.6.4.4. RDL Required for Solicitation Field (27). Review and determine if RDL should be included in the solicitation and check the appropriate box.

A9.2.6.4.5. RMC/RMSC Code Field (28). Enter the appropriate RMC/RMSC using the definitions listed below:

A9.2.6.4.5.1. RMC R0 – The part was not assigned RMC 1 through 5 when it entered the inventory, nor has it ever completed screening. Use of this code is sometimes necessary, but discouraged. Maximum effort to determine the applicability of an alternate RMC is the objective. This code will never be used to recode a part that already has RMC 1 through 5 assigned, and shall never be assigned as a result of breakout screening. Maximum effort to determine the applicability of RMC 1 through 5 is the objective.

A9.2.6.4.5.2. RMC R1 - Suitable for competitive repair for the second or subsequent time.

A9.2.6.4.5.3. RMC R2 - Suitable for competitive repair for the first time.

A9.2.6.4.5.4. RMC R3 - Repair, for the second or subsequent time, directly from the actual manufacturer.

A9.2.6.4.5.5. RMC R4 - Repair, for the first time, directly from the actual manufacturer.

A9.2.6.4.5.6. RMC R5 - Repair directly from a sole source contractor which is not the actual manufacturer.

A9.2.6.4.5.7. Repair method suffix codes. The following codes shall be assigned to further describe the repair method code. Valid combinations of RMCs/RMSCs are indicated below. When two or more RMSCs apply, the most technically restricted code will apply. A part need not be coded as noncompetitive based on an initial market survey which only uncovers one interested source. If the government has sufficient technical data in its possession to enable other sources to repair an acceptable part, and there are no technical restrictions on the part which would preclude other sources from repairing it, the part should be coded competitive.

A9.2.6.4.5.7.1. RMSC A. The Government's right to use data in its possession is questionable. This code is only applicable to parts under immediate contract repair requirements and for as long thereafter as rights to data are still under review for resolution and appropriate coding. This code is assigned only until determination of the Government's rights to use data results in assignment of a different RMSC. If one source is available, RMCs 3, 4, or 5 are valid. If at least two sources exist, or if the data is adequate for an alternate source to qualify IAW the design control activity's procedures, RMCs 1 or 2 are valid.

A9.2.6.4.5.7.2. RMSC B. This part must be repaired by a source(s) specified on a source control or selected item drawing as defined by the current version of ASME Y14.100, *Engineering Drawing and Related Documentation Practices*. Suitable technical data, Government data rights, or manufacturing knowledge is not available to permit repair by other sources. Although, by ASME Y14.100 definition, altered and selected items shall have an adequate technical data package, data review discloses that required data or data rights are not in Government possession and cannot be economically obtained. If one source is available, RMCs 3, 4, or 5 are valid. If at least two sources exist, RMCs 1 or 2 are valid.

A9.2.6.4.5.7.3. RMSC C. This part requires engineering source approval by the design control activity in order to maintain the quality of the part. Existing unique engineering skills, and repair knowledge by the qualified source(s) require repair of the part by the approved source(s). The approved source(s) retain repair knowledge, or technical data that are not economically available to the Government, and the data or knowledge is essential to maintaining the quality of the part. An alternate source must qualify IAW the design control activity's procedures, as approved by the cognizant Government engineering activity. The qualification procedures must be approved by the Government engineering activity having jurisdiction over the part in the intended

application. If one source is approved, RMCs 3, 4, or 5 are valid. If at least two sources are approved or if data is adequate for an alternate source to qualify IAW the design control activity's procedures, RMCs 1 or 2 are valid.

A9.2.6.4.5.7.4. RMSC D. If the data needed to complete contract repair is not physically available, it cannot be obtained economically, nor is it possible to draft adequate specifications or any other adequate, economical description of the repair for a competitive solicitation. RMCS 3, 4, or 5 are valid.

A9.2.6.4.5.7.5. RMSC E. (Reserved).

A9.2.6.4.5.7.6. RMSC F. (Reserved).

A9.2.6.4.5.7.7. RMSC G. The Government has rights to the technical data, the data package is complete, and there are no technical data, engineering, tooling or repair restrictions. This is the only RMSC that implies that parts are candidates for full and open competition. Other RMSCs such as K, M, N, Q, and S may imply limited competition when two or more independent sources exist yet the technical data package is inadequate for full and open competition. RMCs 1 or 2 are valid.

A9.2.6.4.5.7.8. RMSC H. The Government physically does not have in its possession sufficient, accurate, or legible data to contract repair with other than the current source(s). This code is applicable only to parts under immediate repair requirements and only for as long thereafter as the deficiency is under review for resolution and appropriate recoding. This code is only assigned until resolution of the physical data questions result in assignment of a different RMSC. If one source is available, RMCs 3, 4, or 5 are valid. If at least two sources exist, RMCs 1 or 2 are valid.

A9.2.6.4.5.7.9. RMSC I. (Not authorized).

A9.2.6.4.5.7.10. RMSC J. (Reserved).

A9.2.6.4.5.7.11. RMSC K. This part must be produced from class 1 castings and similar type forgings as approved (controlled) by procedures contained in the current version of SAE-AMS2175, *Castings, Classification and Inspection Of*. If one source has such castings and cannot provide them to other sources, RMCs 3, 4, or 5 are valid. If at least two sources have such castings or they can be provided to other sources RMCs 1 or 2 or valid.

A9.2.6.4.5.7.12. RMSC L. The annual repair budget value of this part falls below the screening threshold established by local policy. However, this part has been screened for additional known sources, resulting in either confirmation that the initial source exists or other sources may repair the part. No additional screening was performed to identify the competitive or noncompetitive conditions that would result in assignment of a different RMSC. This code shall not be used when screening parts entering the inventory. This code shall be used only to replace RMSC O for parts under the established screening threshold. If one source is available, RMCs 3, 4, or 5 are valid. If at least two sources exist, RMCs 1 or 2 are valid.

A9.2.6.4.5.7.13. RMSC M. Repair of this part requires use of master or coordinated tooling. If only one set of tooling exists and cannot be made available to another source for repair of this part, RMCs 3, 4, or 5 are valid. When the availability of existent or refurbish-able tooling is available to two or more sources, then RMCs 1 or 2 are valid.

A9.2.6.4.5.7.14. RMSC N. Repair of this part requires special test and/or inspection facilities to determine and maintain ultra-precision quality for its function or system integrity. Substantiation and inspection of the precision or quality cannot be accomplished without such specialized test or inspection facilities. If the test cannot be made available for the competitive repair of the part, the required test or inspection knowledge cannot be documented for reliable replication or the required physical test or inspection facilities and processes cannot be economically documented in a TDP, valid RMCs are 3, 4, or 5. If the facilities or tests can be made available to two or more competitive sources, RMCs 1 or 2 are valid.

A9.2.6.4.5.7.15. RMSC O. The part was not assigned an RMSC when it entered the inventory, nor has it ever completed contract repair screening. Use of this code in conjunction with RMC 0 is sometimes necessary but discouraged. Maximum effort to determine the applicability of an alternate RMSC is the objective. Only RMC O is valid.

A9.2.6.4.5.7.16. RMSC P. The rights to use the data needed for contract repair of this part from additional source(s) are not owned by the Government and cannot be purchased, developed, or otherwise obtained. It is uneconomical to reverse engineer this part. This code is used in situations where the Government has the data but does not own the rights to the data. If only one source has the rights or data to repair this item, RMCs 3, 4, or 5 are valid. If two or more sources have the rights or data to manufacture this item, RMCs 1 or 2 are valid.

A9.2.6.4.5.7.17. RMSC Q. The Government does not have adequate data, lacks rights to data, or both needed to contract repair of this part from additional sources. The Government has been unable to economically buy the data or rights to the data. Breakout to competition has not been achieved, but current, continuing actions to obtain necessary rights to data or adequate, repair technical data indicate breakout to competition is expected to be achieved. This part may be a candidate for reverse engineering or other techniques to obtain technical data. If one source is available, RMCs 3, 4, or 5 are valid. If at least two sources exist, RMCs 1 or 2 are valid.

A9.2.6.4.5.7.18. RMSC R. The Government does not own the data or the rights to the data needed to contract repair of this part from additional sources. It has been determined to be uneconomical to buy the data or rights to the data. It is uneconomical to reverse engineer the part. This code is used when the Government did not initially purchase the data and/or rights. If only one source has the rights or data to repair this item, RMCs 3, 4, or 5 are valid. If two or more sources have the rights or data to repair this item, RMCs 1 or 2

are valid.

A9.2.6.4.5.7.19. RMSC S. Repair of this item is restricted to Government approved source(s) because the repair of this item involves unclassified but militarily sensitive technology (ref. FAR 6.3, *Competition Requirements - Other than Full and Open Competition*). If one source is approved, RMCs 3, 4, or 5 are valid. If at least two sources are approved, RMCs 1 or 2 are valid.

A9.2.6.4.5.7.20. RMSC T. (Reserved).

A9.2.6.4.5.7.21. RMSC U. The cost to the Government to breakout this part and repair it competitively has been determined to exceed the projected savings over the life span of the part. If one source is available, RMCs 3, 4, or 5 are valid. If at least two sources exist, RMCs 1 or 2 are valid.

A9.2.6.4.5.7.22. RMSC V. This part has been designated a high reliability part under a formal reliability program. Probability of failure would be unacceptable from the standpoint of safety of personnel and/or equipment. The cognizant engineering activity has determined that data to define and control reliability limits cannot be obtained nor is it possible to draft adequate specifications for this purpose. If one source is available, RMCs 3, 4, or 5 are valid. If at least two sources are available, RMCs 1 or 2 are valid.

A9.2.6.4.5.7.23. RMSC W. (Reserved).

A9.2.6.4.5.7.24. RMSC X. (Not authorized).

A9.2.6.4.5.7.25. RMSC Y. The design of this part is unstable. Engineering, manufacturing, or performance characteristics indicate that the required design objectives have not been achieved. Major changes are contemplated because the part has a low process yield or has demonstrated marginal performance during tests or service use. These changes will render the present part obsolete and unusable in its present configuration. Limited repair by the present source is anticipated pending configuration changes. If one source is available, RMCs 3, 4, or 5 are valid. If at least two sources exist, RMCs 1 or 2 are valid.

A9.2.6.4.5.7.26. RMSC Z. This part is a commercial/non-developmental/off-the-shelf item. Commercial item descriptions, commercial vendor catalog or price lists or commercial manuals assigned a technical manual number apply. If one source is available, RMCs 3, 4, or 5 are valid. If at least two sources are available, RMCs 1 or 2 are valid.

A9.2.6.4.6. RMC/RMSC Expiration Date Field (29). A RMC/RMSC expiration date must be entered in this field. If an RDL was prepared by the ES, the RDL will be reviewed prior to RMC/RMSC assignment. Expiration dates will be assigned IAW the following:

A9.2.6.4.6.1. Every part whose breakout status can be improved shall be suspensed for re-screening as appropriate. In general, the following codes cannot be improved: R1G, R2G, R1K, R2K, R1M, R2M, R1N, R2N, R1T, R2T, R1Z, or R2Z. The period between suspenses, is a period for which an assigned

RMC/RMSC is considered active, and routine re-screening of parts with "valid" codes is not required. Suspense dates may vary with the circumstance surrounding each part. In exceptional cases, where circumstances indicate that no change can be expected in a code over an extended period, a suspense date not exceeding five years may be assigned IAW controls established by the breakout activity. Suspense dates for temporary codes A, Q, H shall not exceed 24 months.

A9.2.6.4.7. Reason Field (30). If the RMC/RMSC is other than competitive, document the limiting factor(s) and actions taken to remove/remedy the limiting factor. If the repair is competitive but other than full and open, document justification as to why the contract is not full and open. When updating screening, add and date efforts to improve competitive status, but until repair is competitive do not delete historical efforts and status of those efforts.

A9.2.6.4.8. Approved Sources/CAGE Code/Date Approved Fields (31). Enter the name/CAGE for sources of repair, date approved, and any restrictions. Annotate basis of the qualification and reason for any restrictions in Remarks Field.

A9.2.6.4.9. Engineer Name Field/Code/Office Symbol/Phone/Completion Date (32). Self explanatory.

A9.2.6.5. PART V. Remarks Field (33). Remarks for continuations, justifications, coordination and other information. Include functional responsibility, name, date, and Field number for each set of remarks. If QR or waiver does not apply, list the known responsible sources.

A9.2.6.5.1. The Cognizant Engineer is responsible to review, edit, and validate the information on the RDL "prior to sending completed form to the PMS."

A9.2.6.5.2. The AFMC Form 762 and all associated documentation will be routed back to the PMS for inclusion in the PR package. The PMS will keep the completed package in the MR file.

A9.2.7. Any pertinent historical data including previous repair sources, additional I&S NSNs, part numbers, vendors, engineering historical data should be documented in the MR is to be included in the Remarks Field (33), of the AFMC Form 762. Attach letter size bond paper with additional information, if more space is needed. Additional information should reference the applicable Field of the AFMC Form 762.

Figure A9.1. Contract Repair Screening Analysis Worksheet.

CONTRACT REPAIR SCREENING ANALYSIS WORKSHEET

PART I (To be completed by PMS Seller)

1. FORM INITIATION DATE	2. FORM PRIORITY ☐ URGENT ☐ ROUTINE	3. NSN	4. PART NUMBER	5. PART NUMBER CAGE CODE

6. NOUN	7. ANNUAL REPAIR QUANTITY	8. LATEST REPAIR COST

9. ANNUAL REPAIR BUDGET VALUE	10. FORECAST UNIT PRICE	11. ERRC	12. WEAPON SYSTEM	13. END ITEM APPLICATION

14. HISTORY

DOES ORGANIC REPAIR OR DMISA REPAIR CAPABILITY CURRENTLY EXIST? ☐ NO ☐ YES (If yes, specify SOR)

HAS THE ITEM PREVIOUSLY BEEN CONTRACT REPAIRED? ☐ NO ☐ YES

IF YES, COMPLETE TABLE BELOW FOR LAST 5 YEARS *(not to exceed last 3 contracts)*

SOURCE NAME	CAGE	CONTRACT NUMBER	AWARD DATE

15. PMS SELLER NAME	CODE	OFFICE SYMBOL	PHONE	COMPLETION DATE

PART II (To be completed by Equipment Specialist)

16. TECHNICAL ORDERS REQUIRED ☐ NO ☐ YES (annotate required data and availability on Repair Data List (RDL))

17. OTHER SPECIFICATIONS/SPECIAL REPAIR CRITERIA REQUIRED ☐ NO ☐ YES (annotate required data and availability on RDL)

18. ☐ THE DATA LISTED IN RDL COMPLETED SPECIFIES THE REPAIR REQUIREMENTS OR

☐ ADDITIONAL DATA IS REQUIRED *(Coordinate with the engineer and screening office to determine information required. Document in Block 33)*

19. SPECIAL TOOL/TEST EQUIPMENT IS ☐ NOT REQUIRED ☐ REQUIRED ☐ REQUIRED BUT NOT AVAILABLE

SPECIAL FACILITIES ARE ☐ NOT REQUIRED ☐ REQUIRED

GOVERNMENT FURNISHED MATERIAL IS ☐ NOT REQUIRED ☐ REQUIRED ☐ REQUIRED BUT NOT AVAILABLE

20. EQUIPMENT SPECIALIST NAME	CODE	OFFICE SYMBOL	PHONE	COMPLETION DATE

PART III (to be completed by Screening Technician if applicable)

21. REQUESTED ENGINEERING DATA

☐ LISTED AND ANNOTATED ON RDL ☐ NO DATA

22. SCREENING TECHNICIAN REMARKS

23. SCREENING TECHNICIAN NAME	CODE	OFFICE SYMBOL	PHONE	COMPLETION DATE

AFMC IMT 762, 20060201, *V1* PREVIOUS EDITION IS OBSOLETE.

Figure A9.2. Contract Repair Screening Analysis Worksheet (Page 2).

PART IV (To be completed by the Engineer)			
24. CRITICAL SAFETY ITEM ☐ NO ☐ YES	25. CAN THIS ITEMBE COMMERCIALLY OVERHAULED/REPAIRED (FAR Part 12) ☐ NO ☐ YES	26. PRECONTRACT QUALIFICATION REQUIRED ☐ NO ☐ YES *(JQR/QR, SQS, Waiver)*	27. RDL REQUIRED FOR SOLICITATION ☐ NO ☐ YES
28. RMC/RMSC CODE		29. RMC/RMSC EXPIRATION DATE	
30. REASON FOR OTHER THAN G CODE AND ACTION TO REMEDY			

31. APPROVED SOURCES	CAGE CODE	DATE APPROVED

32. ENGINEER NAME	CODE	OFFICE SYMBOL	PHONE	COMPLETION DATE

PART V (Miscellaneous, if needed)
33. REMARKS *(Remarks regure "Funcional Responsibility/Name/Office Symbol/Phone)*

AFMC IMT 762, 20060201 PREVIOUS EDITION IS OBSOLETE.

Figure A9.3. Contract Repair Screening Analysis Worksheet (Page 3).

AFMC FORM 762 INSTRUCTIONS

If extra space is needed in any block, use Block 33, Remarks

PART I (To be completed by PMS Seller) reference AFMCI 21-113, Attachment 9

Block 1 - AFMC Form 762 initation (yyyymmdd)
Block 2 - Urgent (1-30 days); Routine (31-60)
Block 3 - Obtain from D043 or B21 product
Block 4 - Obtain from D043, coordinate with ES
Block 5 - Insert Contractor and Governmental Entity (CAGE) Code of original design activity, coordinate with ES
Block 6 - Obtain Noun from the Quarterly Project Worksheet (B21)
Block 7 - Obtain Annual Repair Quantity from B21 or other requirements system
Block 8 - Obtain LRC from the Quarterly Project Worksheet (B21) or other requirements systems
Block 9 - Estimate annual repair value (Block 9 = Block 7 x Block 8)
Block 10 - List FUP as listed on the Quarterly Projection Worksheet (B21)
Block 11 - Obtain from D043 (Master Item Identification Control System (MICS)| NSN Interrogation, coordinate with ES
Block 12 - List Primary Weapons System Application, e.g., F15, B52, or E3 Aircraft, etc.
Block 13 - List End Item Application (e.g., F100-220 Engine, Horizontal Situation Indicator, or B52 Aircraft)
Block 14 - Obtain Procurement History from B21 or G072D1
Block 15 - After completion of PMS section forward form to ES

PART II (To be completed by ES) reference AFMCI 21-113, Attachment 9

Block 16 - Annotate on Repair Data List (RDL)
Block 17 - Annotate on Repair Data List (RDL)
Block 18 - Check the first box if data listed on RDL completely specifies the technical requirements for repair, after completion of ES section, forward form to Engineer. Otherwise check the second box (additional data is required). Coordinate with the Engineer and Screening Office and list additional data to be reviewed in Block 33. After completion of ES section if Screening Technician needs to pull drawings for the Engineer, forward form to Screening Office, otherwise forward form to Engineer.
Block 19 - Self Explanatory

PART III (To be completed by the screening technician only if required by the Block 18 Instruction) reference AFMCI 21-113, Attachment 9

Block 21 - Identify requested drawings and annotate on RDL
Block 22 - Screening Technician will identify any screening complications
Block 23 - After completion of Screening Technician section, forward form to Engineer

PART IV (To be completed by Cognizant Engineer) reference AFMCI 21-113, Attachment 9

Block 24 - Check yes if weapons systems program office has identified item as a critical safety item
Block 25 - Determine if item can be commercially overhauled/repaired in accordance with FAR, Part 12
Block 26 - If repair qualification requirements or repair qualification requirements waiver apply, attach a copy of the JQR/SR, SQS, Waiver to this form
Block 27 - Self Explanatory
Block 28 - Assign Repair Method Code (RMC)/Repair Method Suffix Code (RMSC) using the definitions in AFMCI 21-113, Attachment 9
Block 29 - Assign RMC/RMSC expiration date
Block 30 - Self Explanatory
Block 31 - List approved sources. Leave date blank if Block 26 is no
Block 32 - Self Explanatory. After completion of Engineer section, forward finished form to PMS

PART V (Miscellaneous, if needed)

Block 33 - Remarks for continuations, justifications, coordination and other information. Include functional responsibility, name, date, and block number for each set of remarks. If QR or wavier do not apply, list known responsible sources.

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A9.3. Instructions For Completion Of The RDL.

A9.3.1. Header Information:

A9.3.1.1. RDL Revision Field. Enter the revision of the RDL beginning with a dash for the basic. At the first revision (change) this should be entered as 01, the second; 02, etc.

A9.3.1.2. Date Field. YYYYMMDD.

A9.3.1.3. Page Field. Enter the appropriate number of pages of the RDL.

A9.3.1.4. NSN Field. Enter the complete output NSN, without any dashes, of the item being repaired. The number may be obtained from D043. This will be the same NSN as NSN Field of the AFMC Form 762.

A9.3.1.5. Part Number Field. Enter the complete output P/N. The number may be obtained from D043. This will be the same as P/N Field of the AFMC Form 762.

A9.3.1.6. CAGE Code Field. Enter the CAGE Code of the P/N entered in the P/N Field of the RDL. The CAGE Code may be obtained from D043. This will be the same as P/N CAGE Code Field of the AFMC Form 762.

A9.3.1.7. Noun Field. Enter the Noun of the output NSN; this may be obtained from D043. This will be the same as Noun Field of the AFMC Form 762.

A9.3.2. Body:

A9.3.2.1. CAGE Code Field. Enter the CAGE Code of the design activities document, which will be used for repair of the output NSN; this will be found on the design activities document title page or title field.

A9.3.2.2. Document Field. Enter the design activities document number, i.e., TO, TCTO, engineering drawing, or in cases where the document number is not applicable to the required product data, enter the Part or Identifying Number (PIN) which may be assigned for Gerber PCB Artwork data, Software data, 3-D model data, or other product data files. This will be found on the title page or in the title field of the design activities document.

A9.3.2.3. Rev (Revision) Field. Enter the revision/change indicator of the document that will be used for repair of the output NSN this may be found on the title page of the design activities document.

A9.3.2.4. Furn Code (Furnish Code) Field. Select from the legends found in the Repair Data List Remarks on the bottom of the form.

A9.3.2.5. Data Avail (Availability of document) Field. If the document is available and releasable to a potential repair offeror, indicate by marking Y for Yes or N for no.

A9.3.2.6. Gov Rights (Government Rights) Field. Indicate the government's rights to release the document to a potential repair offeror. U, for unlimited; L, for limited; P, for proprietary documents may bear other rights codes, for guidance contact the technical data repository.

A9.3.2.7. Dist Code (Distribution Code) Field. Enter the distribution code for the distribution statement marked on the document. The distribution statement and distribution code can usually be found on the title page of the design activities document.

Documents prior to 1984 may not be marked. Follow local technical data repository guidance to determine the appropriate code. Code definition and applicability are detailed in DoDD 5230.24, Distribution Statements on Technical Documents.

A9.3.2.8. Noun/Title Field. Enter the identifying noun or title of the document to be used for repair of the output NSN. This will be found on the title page or title field of the design activities document.

A9.3.2.9. Remarks Field. Enter any applicable information pertaining to the document, which may be helpful or necessary for a potential repair offeror, i.e., dash configuration, superseding specification, not required, use in lieu of etc.

A9.3.2.10. Repair Data List Remarks Field. May be used to provide additional information to a potential repair offeror.

A9.3.3. If additional RDL sheets are required, enter 2 in the page space and fill in the remaining fields at the top of the form with the same information from the top portion of sheet 1 of the form. Continue listing the required documents and entering the applicable information regarding that document. Repeat for additional sheets, entering the appropriate page number.

Figure A9.4. Repair Data List.

RDL REVISION DATE	REPAIR DATA LIST						PAGE OF
NSN	PART NUMBER				CAGE CODE		NOUN
CAGE CODE	DOCUMENT	REV	FURN CODE	DATA AVAIL	GOV RIGHTS	DIST CODE	NOUN/TITLE	REMARKS
REPAIR DATA LIST REMARKS								
FURNISHED METHOD CODE LEGEND								
C - CLASSIFIED DOCUMENT S - FURNISHED WITH SOLICITATION M - STABLE BASE DRAWING REQUIRED, FURNISHED WITH CONTACT AWARD	X - TECHNICAL DATA FURNISHED WITH CONTRACT AWARD R - FURNISHED BY PCO UPON REQUEST P - PARTIAL V - VENDOR DATA (Not Provided)						G - GOVT DOCUMENT O - OTHER, CONTRACTOR MUST ACQUIRE A - DATA NOT AVAILABLE	

AFMC IMT 762A, 20060201, V-1

Attachment 10

CDMAG EXCHANGEABLE GOVERNMENT FURNISHED MATERIEL (GFM) CREDIT TURN-IN PROCEDURES

Figure A10.1. CDMAG Exchangeable Government Furnished Materiel (GFM) Credit Turn-In Procedures.

CDMAG Reparable Government Furnished Material (GFM) Credit Turn-in Procedures

NOTE: Please read document in its entirety before processing system transactions.

STEP	ACTOR	SYSTEM	SCREEN	DOCUMENT NUMBER	ACTION	RESULT
1	Seller PMS	G009	07B - electronic file	N/A	Identifies NSN (numerical sequence), qty SOS and exchangeable price, based on G009 07B Reparable GFM Inventory Listing. Process listing electronically in order to expedite process.	Identifies potential qty levels and overall credit turn-in cost.
2	PCO/Contractor	G009	07B - electronic file	N/A	Provides Contractor with electronic GFM listing requesting 100% inventory inspection for accuracy and to identify all Budget Code 8, ERRC C & T GFM not identified on listing. Develop timeline and coordinate efforts with DCMA/ACO, requesting PA interaction and 100% inventory inspection requirement for accuracy.	Consolidated GFM listing in numerical sequencing by NSN, qty, and SOS.
3	DCMA/ACO & PA	G009	07B (Bond Rm Inv)	N/A	Specify timeline and coordinate efforts with DCMA/ACO, requesting PA interaction and 100% inventory inspection requirement.	Provides a deliverable timeline for commitment by all parties involved.
4	Contractor	N/A	Contractor's Bond Rm GFM Inv Listing	N/A	Contractor performs 100% inventory inspection and returns GFM listing to PCO and PMS. **(Documented variances must be file maintained in G009).**	Validated GFM inventory listing on Budget Code 8, ERRC coded C & T accurately reflected in G009.
5	PMS	N/A	Contractor's Bond Rm GFM Inv Listing	N/A	PMS will review GFM listing for requirements on existing CAVAF contracts before returning remaining CDMAG MSD material to supply.	GFM Listing will be scrubbed for GFM that should be 'shipped in place' for existing CAVAF contracts before returning remaining CDMAG MSD material to supply.

Figure A10.2. CDMAG Exchangeable Government Furnished Materiel (GFM) Credit Turn-In Procedures (Continuation).

CDMAG Reparable Government Furnished Material (GFM) Credit Turn-in Procedures

NOTE: Please read document in its entirety before processing system transactions.

STEP	ACTOR	SYSTEM	SCREEN	DOCUMENT NUMBER	ACTION	RESULT
6	Equipment Specialist (ES)	Material Req. List (MRL)	Contractor's Bond Rm GFM Inv Listing	N/A	For GFM contracts being awarded for CAVAF input, ES will generate a MRL listing of GFM requirements for CAVAF repair requirements. Contractor's bond room GFM inventory listing (G009/07B) will be scrubbed based on MRL requirements. ES will identify on Contractor's bond room GFM inventory listing those items required for movement to CAVAF. All MSD assets not required on new contract being awarded will be returned using current procedures.	GFM Listing will be scrubbed for GFM that should be 'shipped in place' for newly awarded CAVAF contracts before returning remaining CDMAG MSD material to supply. **PMS will provide disposition instructions for remaining GFM not required.**
7	PMS	N/A	Contractor's Bond Rm GFM Inv Listing	N/A	GFM inventory listing is provided to respective CDMAG/CDM contract repair office. The Contract Repair Office will accomplish G009 system inventory adjustments (+/-) accordingly prior to Step 8.	CDMAG/CDM contract repair office will take appropriate action to adjust (+/-) G009 system inventory levels, if applicable.
8A	CDM Office, ALC & Production Mgr	G009/ CAVAF	07B electronic file of GFM listing with required information specified in Step 8B.	N/A	CDM Office CAV CM creates contract delivery Order GFM allowance in CAV AF ToA that includes material identified/validated on the G009 07B listing. NOTE: DPEM customer funding of GFM requires a MORD to be processed (obligated) and posted by HQ AFMC CDM - SBSS Team prior to posting CAV AF ToA. NO EXCEPTIONS.	Allows for future CAVAF GFM requisitions and receipts of material associated with GFM **'transfer in place' while fulfilling the credit turn-in process.**

Figure A10.3. CDMAG Exchangeable Government Furnished Materiel (GFM) Credit Turn-In Procedures (Continuation).

CDMAG Reparable Government Furnished Material (GFM) Credit Turn-in Procedures

NOTE: Please read document in its entirety before processing system transactions.

STEP	ACTOR	SYSTEM	SCREEN	DOCUMENT NUMBER	ACTION	RESULT
8B	CDM Office, ALC & Production Mgr	G009/ CAV AF	07B / Electronic file of GFM listing with required information identified in Step 8B.	EZ# 1 & EZ# 2	8B. CDM Office & ALC Production Mgt: Identifies and provides to ALC D035A OPR an electronic spreadsheet with title blocks identified for D035A data entry, as described below. NOTE: This step requires each NSN to be processed between G009, CAV AF and D035A at the same time period identified. So coordination by CDM office is extremely important between appropriate parties in processing identified NSNs for transaction entries. 1.) G009 - (H transaction) for shipping doc EZ# 1 for turn-in credit 2.) NSN 3.) Quantity 4.) Unit Price 5.) Extended Unit Value 6.) Supplementary Address - (6 characters, representing the contract number: Y, last digit of the contract year, and last 4 digits of the contract number; example; Y50030) 7.) Contractor RIC Code 8.) CDMAG ALC (_R) Fund Code 9.) Management Code: F	8B. Steps 1 thru 11, provide sufficient information to D035A OPR to post RECB receipt using EZ document #1 for the credit to be processed in D035J (FIABS) to H075C. With EZ document # 2 utilized for fulfilling a CAV AF GFM requisition. NOTE: Processing of each NSN between G009, CAV AF, and D035A must occur during the same time period identified. Coordination in processing is extremely important between appropriate parties. On large GFM contracts the D035A OPR will notify CDM Office of their capability in processing a specific volume of transactions to be processed daily. The communication should indicate which NSNs will be processed and timeline for entire project task to be completed. The H075C OPR should be keep abreast on the communication of assets D035A OPR is capable of processing. H075C OPR must validate credit received via FIABS/GAFS interface to H075C (3C1 or 3F1 product).

Figure A10.4. CDMAG Exchangeable Government Furnished Materiel (GFM) Credit Turn-In Procedures (Continuation).

CDMAG Reparable Government Furnished Material (GFM) Credit Turn-in Procedures

NOTE: Please read document in its entirety before processing system transactions.

STEP	ACTOR	SYSTEM	SCREEN	DOCUMENT NUMBER	ACTION	RESULT
8B - Cont'd	CDM Office & ALC Production Mgr	G009/ CAV AF	07A / Electronic file of GFM listing with required information identified in Step 8B.	EZ# 1 & EZ# 2	10.) CAV AF GFM requisition EZ# 2 for issuance from SOS to contractor. 11.) COMMENT (standard): CDMAG/WCF GFM Credit Turn-In Process for audit trail purposes within D035A. **NOTE: Disseminate electronic listing to CDM Office, D035A OPR, H075C OPR and contractor to take appropriate reporting actions. Coordination in processing is extremely important between appropriate parties. On large GFM contracts the D035A OPR will notify CDM Office of their capability in processing a specific volume of transactions to be processed daily. CDM Office will then coordinate with the G009 contractor to process actions same day as D035A OPR.**	Same as above.
8C	CDM Office & Contractor	G009	07B / Electronic file of GFM listing with required information identified in Step 8B.	EZ# 1	**8C.** Contractor (or appropriate CDM Office): G009 Action code - H transactions posted for GFM Credit Turn-Ins, record contractor's shipping document number (EZ# 1) corresponding with appropriate NSN and qty. **NOTE: Inventory adjustment (+/-) to match contractor's bond room inventory should have already been accomplished.**	8C. G009 transactions will reduce GFM on-hand inventory balances and increase "Intransit to Supply" to reflect transfers-in place. GFM Credit for Turn-Ins will reduce "Intransit to Supply" balances.
8D.	CDM Office, ALC Production Mgt and/or Contractor	CAV AF	07B / Electronic file of GFM listing with required information identified in Step 8B.	EZ# 1 & EZ# 2	**8D.** Contractor (or appropriate CDM Office): Provides listing to HQ AFMC CAV AF Office for the item being transferred from CDMAG (G009) to the CDM contract (CAV AF). **CRITICAL NOTE: Batch processing procedures in attachments 1 & 2 MUST followed and be e-mailed to HQ AFMC CAV AF Office. DO NOT enter requisitions into CAV AF.**	**8D.** Establishes a requisition and generates outbound A3_ requisition in CAV AF. **Note: Failure to use established batch processing procedures (attachments 1 & 2) will cause the system to process them and SOS to fill requisition request.**

Figure A10.5. CDMAG Exchangeable Government Furnished Materiel (GFM) Credit Turn-In Procedures (Continuation).

CDMAG Reparable Government Furnished Material (GFM) Credit Turn-in Procedures

NOTE: Please read document in its entirety before processing system transactions.

STEP	ACTOR	SYSTEM	SCREEN	DOCUMENT NUMBER	ACTION	RESULT
9	HQ AFMC CAV AF OFFICE	CAV AF	N/A	EZ#2	Process batch requisitions from list provided by the appropriate ALC as per Step 8D	Requisitions are recorded in CAV AF but not sent to the SOS.
10	Contractor or CDMAG/CDM Contract Repair Office	CAVAF	GFM MATERIAL REC.	EZ#2	Post receipt of transferred material in the normal manner.	D6_ receipt transaction sent through CAV AF and the EAI to post to the modified SBSS (…to SMAS to get to AF financial records.
11	D035A OPR	D035A	RECB / 07B / Electronic file of GFM listing with required information identified in Step 8B.	EZ#1	D035A OPR receives electronic file from the CDM Office. Post D6R transaction with Signal Code = C, Fund Code = GR/HR/LR, Management Code = J, and the Contractor RIC. It is important to include the supplementary address - (6 characters, representing the contract number: Y, last digit of the contract year and last 4 digits of the contract number, example; Y50030) to ensure the correct contract receives the GFM credit. This transaction cross references to the Document Number EZ#2 DoDAAC (used to receipt assets into CAVAF).	D035A sends a D6R/J receipt transaction to D035J which will provide credit to CDMAG and send it on to update AF financial records. (This will clear in-transit to supply in CDMAG financials.
12	D035A OPR	D035A	NEW	FD	Enter a Post-Post transaction using V3 manager action code (without actually generating an RDO) to drop the balance picked up under the EZ#1 Document Number.	D035K sends a D7k issue transaction to D035J which will post as a transfer-out from the appropriate general ledger account and send it on to update AF financial records.
13	D035A OPR	D035A	CFDA	FD	Post an ARO shipment confirmation.	Update D035A internal databases.
14	D035A OPR	D035A	AUXC	FD	Post a DRA receipt acknowledgement transaction.	Update D035A internal databases.
15	D035A OPR	D035A	IUTU	FD	Add a note that ties both the EZ#1 and EZ#2 Document Numbers to the FD Document Number and identifies the purpose of each.	Strengthens the audit trail.
16	N/A (AUTOMATIC)	CAVAF	N/A	EZ#2	Sends D035A DRA receipt acknowledgement.	D035A suspends DRA on a controlled exception

Figure A10.6. CDMAG Exchangeable Government Furnished Materiel (GFM) Credit Turn-In Procedures (Continuation).

CDMAG Reparable Government Furnished Material (GFM) Credit Turn-in Procedures

NOTE: Please read document in its entirety before processing system transactions.

STEP	ACTOR	SYSTEM	SCREEN	DOCUMENT NUMBER	ACTION	RESULT
17	D035A OPR	D035A	CEX	EZ#2	Deletes controlled exception using the PF9 key.	Audit trail maintained with DRA being posted to Suspended Actions History.
18	H075C OPR	H075C	FD2	EZ# 1	Will validate the GFM turn-in credit has been processed based on D035A/RECB transaction and notify the CDM Office (original sender) of the original electronic spreadsheet provided in Step 8B.	GFM credit turn-in process is only completed once all NSN credits have been received in H075C, based on the electronic GFM listing. **NOTE: If credit is given this will clear in-transit to supply G072D L67/68 CML Col L. Otherwise, this will be expensed during cost accounting closure actions.**

EXAMPLE 1: Batch Requisitioning Reparable and Consumable GFM incident to CDMAG Credit Turn-in Procedures.

These procedures are to be used to record requisitions in CAV AF when reparable or consumable Government Furnished Material (GFM) is processed for Credit Turn-in.

In lieu of creating requisitions directly in CAV via Web entry by either the contractor or respective ALC CDM office, an 80 record position ".txt" file containing modified MILSTIP images will be emailed to HQ AFMC CAV AF office. These requisitions will then be batch-loaded into CAV AF. This process obviates the requirement to provide same day notification to HQ AFMC CAV AF office and for these requisitions to be intercepted before CAV AF transmits them to the supply system source of supply.

Example 2 is a sample file that shows the required file layout. It may also be used as a template. The layout format is as follows:

Record Position	Data Element
1-3	DocId - enter 'ABA'
4-6	SOS RIC - enter 'XFR' (identifies transaction as a CDMAG xfer)
7	Media and status code - enter '0'
8-11	FSC - enter FSC (preferred) or leave blank
12-20	NIIN
21-22	MMAC- enter or leave blank
23-24	Unit of issue
25-29	Quantity
30-43	Document Nr - 'EZ' DoDAAC / current Julian date / 'T' first position of serial number ('T' identifies pseudo rqn as a CDMAG xfer)
44	Demand Code - enter 'R'
45-50	Supplementary address - leave blank
51	Signal code - enter 'C'
52-53	Fund code - enter assigned ALC fund code (GD, HD, LD, 6C) or leave blank
54-56	Distribution code - enter 'C99'
57-59	Project code - leave blank
60-72	Enter Contract Number
72-76	Enter Order Number
77-80	Blank

EXAMPLE 2: Sample Batch Load Format
Sample format to batch load GFM requisitions in CAV AF for the Credit Turn-in Process:

```
      1       2       3       4       5       6       7       8
12345678901234567890123456789012345678901234567890123456789012345678
90
ABAXFR02835000077955 EA00005EZ38398088T001R    C C99  FA850404D00010020
ABAXFR02835000077956 EA00002EZ38398088T002R    C C99  FA850404D00010020
ABAXFR0              EZ     T  R    C C99
ABAXFR0              EZ     T  R    C C99
ABAXFR0              EZ     T  R    C C99
ABAXFR0              EZ     T  R    C C99
ABAXFR0              EZ     T  R    C C99
ABAXFR0              EZ     T  R    C C99
ABAXFR0              EZ     T  R    C C99
ABAXFR0              EZ     T  R    C C99
ABAXFR0              EZ     T  R    C C99
```

Record Position	
1-3	DocId - enter 'ABA'
4-6	SOS RIC - enter 'XFR' (identifies transaction as a CDMAG xfer)
7	Media and status code - enter '0'
8-11	FSC - enter FSC (preferred) or leave blank
12-201	NIIN
21-221	MMAC- enter or leave blank
23-24	Unit of issue
25-29	Quantity
30-43	Document Nr - 'EZ' DoDAAC/julian date/'Tnnn' (‘T’ identifies pseudo rqn as a CDMAG xfer)
44	Demand Code - enter 'R'
45-50	Supplementary address - leave blank
51	Signal code - enter 'C'
52-53	Fund code - enter assigned ALC fund code (GD, HD, LD, 6C) or leave blank
54-56	Dist code - enter 'C99'
57-59	Project code - leave blank
60-72	Enter Contract Number
72-76	Enter Order Number
77-80	Blank

Attachment 11

CDMAG MSD CONSUMABLE GOVERNMENT FURNISHED MATERIEL (GFM) TURN-IN PROCEDURES

Figure A11.1. CDMAG MSD Consumable Government Furnished Materiel (GFM) Turn-In Procedures.

CDMAG MSD Consumable Government Furnished Material (GFM) Turn-in Procedures

NOTE: Please read document in its entirety before processing system transactions.

STEP	ACTOR	SYSTEM	SCREEN/REPORT	DOCUMENT NUMBER	ACTION	RESULT
1	Equipment Specialist (ES)/PMS	G009	07A & Material Req. List (MRL)	N/A	**1A.** ES will generate a MRL listing of GFM requirements for CAV AF repair requirements. **1B.** Seller Production Management Specialist (PMS) will scrub the GFM inventory listing (G009 07A) for the MRL requirements and identify on the listing those items that should be transitioned to the new CDM (CAV AF managed) contract. All MSD Budget Code (BC) 8 consumable assets not required on new contract being awarded will be returned using procedures in AFMCI 21-113.	GFM Listing will be scrubbed for GFM that should be 'shipped in place' for newly awarded CAV AF contracts before returning remaining consumable CDMAG MSD/DLA material to supply.
2	Seller PMS	G009	07A	N/A	Identifies NSN (numerical sequence), qty, SOS, BC, and standard price, based on G009 07A listing. Provide listing to the Procurement Contracting office (PCO)	Identifies potential qty levels that will transfer in place whether credit for turn-in will be given or not.
3	PCO/Contractor/ DCMA/PMS	G009	07A & Contractor's Bond Rm Inv Report	N/A	Provide contractor with electronic GFM listing and request a 100% inventory validation of G009 balances for all NSNs G009 balances to be transitioned to the new CAV AF managed contract. Contractor will develop timeline and coordinate efforts with DCMA/ACO.	Provides the contractor the list of NSNs that will need to be validated in G009 and balances corrected before transitioning to CAV AF managed contract.

Figure A11.2. CDMAG MSD Consumable Government Furnished Materiel (GFM) Turn-In Procedures (Continuation).

CDMAG MSD Consumable Government Furnished Material (GFM) Turn-in Procedures

NOTE: Please read document in its entirety before processing system transactions.

STEP	ACTOR	SYSTEM	SCREEN/REPORT	DOCUMENT NUMBER	ACTION	RESULT
4	DCMA/ACO & Property Administrator	G009	07A & Contractor's Bond Rm Inv Report	N/A	Specify timeline and coordinate efforts with DCMA/ACO requesting PA interaction and 100% inventory inspection requirement..	Provides a deliverable timeline for commitment by all parties involved.
5	Contractor	N/A	07A & Contractors Bond Rm Inv Report	N/A	Contractor performs 100% inventory for all NSNs to be transitioned and returns GFM listing to PCO and PMS. **(Documented quantity variances will be file maintained in G009, in Step 7)**	Validated GFM inventory is accurately reflected in G009.
6	PMS	N/A	07A Annotated/validated listing from contractor	N/A	PMS will review **annotated** electronic GFM listing for requirements on existing CAV AF contracts before returning remaining **excess** consumable CDMAG MSD (BC 8) material to supply.	**Annotated** electronic GFM Listing will be scrubbed for GFM that should be 'shipped in place' for existing CAV AF contracts. **NOTE:** PMS will provide contractor with disposition instruction for **excess** consumable to be returned to supply.
7	CDM Office & PMS	N/A	07A Annotated/validated listing from contractor	N/A	PMS provides reviewed **annotated** electronic GFM listing to respective CDMAG/CDM Contract Repair Office **for accomplishment of required G009 inventory adjustments prior to Step 8.**	PMS and CDMAG/CDM Contract Repair Office will take appropriate action
8A	CDM Office, ALC Production Mgt & Contractor	CAV AF	07A Annotated/validated listing from contractor	N/A	**8A. CDM Office & ALC Production Mgt:** creates contract delivery order GFM allowance in CAV AF ToA that includes NSNs identified/validated on the G009 07A inspected listing **that should be transferred in place. (Note: PMS will provide contractor with disposition instructions for consumable GFM not required by the new CAV AF contract in a timely manner).**	**8A.** Allows for future CAV AF GFM requisitions.

Figure A11.3. CDMAG MSD Consumable Government Furnished Materiel (GFM) Turn-In Procedures (Continuation).

CDMAG MSD Consumable Government Furnished Material (GFM) Turn-in Procedures

NOTE: Please read document in its entirety before processing system transactions.

STEP	ACTOR	SYSTEM	SCREEN/REPORT	DOCUMENT NUMBER	ACTION	RESULT
8B	CDM Office, ALC Production Mgt & Contractor	G009/ CAV AF	07A / Electronic file of GFM listing with **additional** required information identified in Step 8B.	EZ# 1 & EZ# 2	**8B. CDM Office & ALC Production Mgt: Identifies NSNs "to be transferred in place"** and provides to ALC D035A OPR an electronic spreadsheet with title blocks identified below for D035A data entry, as described below. **NOTE: This step requires each NSN to be processed between G009, CAV AF and D035A at the same time period identified. So coordination by CDM office is extremely important between appropriate parties in processing identified NSNs for tranaction entries.** 1.) G009 (H transaction) shipping doc EZ# 1 for turn-in credit 2.) NSN 3.) Quantity 4.) Unit Price 5.) Extended Unit Value 6.) Supplementary Address - (6 characters, representing the contract number: Y, last digit of the contract year, and last 4 digits of the contract number; example; Y50030) 7.) Contractor RIC Code 8.) CDMAG (_R) Fund Code 9.) Management Code: F	**8B. Steps 1 thru 11, provide sufficient information to D035A OPR to post RECB receipt using EZ document # 1 for the credit to be processed if item is in a 'buy' position. With EZ document # 2 utilized for fulfilling a GFM requisition. NOTE: Processing of each NSN between G009, CAV AF, and D035A must occur during the same time period identified. Coordination in processing is extremely important between appropriate parties. On large GFM contracts the D035A OPR will notify CDM Office of their capability in processing a specific volume of transactions to be processed daily. The communication should indicate which NSNs will be processed and timeline for entire project task to be completed.**

Figure A11.4. CDMAG MSD Consumable Government Furnished Materiel (GFM) Turn-In Procedures (Continuation).

CDMAG MSD Consumable Government Furnished Material (GFM) Turn-in Procedures

NOTE: Please read document in its entirety before processing system transactions.

STEP	ACTOR	SYSTEM	SCREEN/REPORT	DOCUMENT NUMBER	ACTION	RESULT
8B - Cont'd	CDM Office, ALC Production Mgt & Contractor	G009/ CAV AF	07A / Electronic file of GFM listing with required information identified in Step 8B.	EZ# 1 & EZ# 2	10.) CAV AF GFM requisition EZ# 2 for issuance from SOS to contractor 11.) COMMENT (standard): CDMAG/WCF GFM Credit Turn-In Process for audit trail purposes. **NOTE: Send to D035A OPR electronic file for appropriate action and courtesy copy H075C OPR (for the sole purpose of credit validation in Step 18).**	Same as above.
8C	CDM Office, ALC Production Mgt and/or Contractor	G009	07A / Electronic file of GFM listing with required information identified in Step 8B.	EZ# 1	**8C.** Contractor (or appropriate CDM Office): G009 Action code - H transactions for GFM Credit Turn-In/transfer in place will be posted (BC 8 consumables), record contractor's shipping document number (EZ# 1) corresponding with appropriate NSN and qty. **NOTE: Inventory adjustment (+/-) to match contractor's bond room inventory should have already occurred.**	**8C.** G009 transactions will reduce GFM **on-hand inventory balances and increase "In transit to Supply" to reflect transfers-in place as well as standard returns of excess GFM to supply.**
8D.	CDM Office, ALC Production Mgt and/or Contractor, HQ AFMC CAV AF OFFICE	CAV AF	07A / Electronic file of GFM listing with required information identified in Step 8B.	EZ# 1 & EZ# 2	**8D.** Contractor (or appropriate CDM Office): Provides listing to HQ AFMC CAV AF Office for the item being transferred from CDMAG (G009) to the CDM contract (CAV AF). **CRITICAL NOTE: Batch processing procedures in attachments 1 & 2 MUST followed and be e-mailed to HQ AFMC CAV AF Office. DO NOT enter requisitions into CAV AF.**	**8D.** Generates outbound A3_ requisition in CAV AF. **Note: Failure to use established batch processing procedures (attachments 1 & 2) will cause the system to process them and SOS to fill requisition request.**

Figure A11.5. CDMAG MSD Consumable Government Furnished Materiel (GFM) Turn-In Procedures (Continuation).

CDMAG MSD Consumable Government Furnished Material (GFM) Turn-in Procedures

NOTE: Please read document in its entirety before processing system transactions.

STEP	ACTOR	SYSTEM	SCREEN/REPORT	DOCUMENT NUMBER	ACTION	RESULT
9	HQ AFMC CAV AF OFFICE	CAV AF	N/A	EZ#2	Process batch requisitions from list provided by the appropriate ALC as per Step 8D	Requisitions are recorded in CAV AF but not sent to the SOS.
10	D035A OPR	D035A	RECB	EZ#1	**ERRC Code P & N:** Post D6H transaction, Management Code= F, Fund Code = GR/HR/LR *and Contractor RIC code. It is important to include the supplementary address - (6 characters, representing the contract number: Y, last digit of the contract year, and last 4 digits of the contract number; example; Y50030) to ensure the correct contract receives the GFM credit.* Credit Indicator will be A for items identified as in a "buy condition" by the Item Manager.	D035A sends a D6H/F receipt transaction to D035J which will update AF financial records. **NOTE: If credit is given this will clear in-transit to supply G072D L67/68 CML Col L. Otherwise, this will be expensed during cost accounting closure actions.**
11	D035A OPR	D035A	NEW	FD	Enter a Post-Post transaction using V3 manager action code (without actually generating an RDO) to drop the balance picked up under the EZ#1 Document Number.	D035A sends a D7K issue transaction to D035J which will post as a transfer-out from the appropriate general ledger account and send it on to update AF financial records.
12	D035A OPR	D035A	CFDA	FD	Post an ARO shipment confirmation.	Updates D035A internal databases.
13	D035A OPR	D035A	AUXC	FD	Post a DRA receipt acknowledgement transaction.	Updates D035A internal databases.

Figure A11.6. CDMAG MSD Consumable Government Furnished Materiel (GFM) Turn-In Procedures (Continuation).

CDMAG MSD Consumable Government Furnished Material (GFM) Turn-in Procedures

NOTE: Please read document in its entirety before processing system transactions.

STEP	ACTOR	SYSTEM	SCREEN/REPORT	DOCUMENT NUMBER	ACTION	RESULT
14	D035A OPR	D035A	IUTU	FD	Add a note that ties both the EZ#1 and EZ#2 Document Numbers to the FD Document Number and identifies the purpose of each. *NOTE: D035A OPR should use standard comment from electronic file information within Step 8B.*	Strengthens the audit trail.
15	Contractor or CDMAG/CDM Contract Repair Office	CAV AF	GFM MATERIAL REC.	EZ#2	Post receipt of transferred material in the normal manner.	D6_ receipt transaction sent from CAV AF through CAV AF and the EAI to post to the modified SBSS (...to SMAS to get to AF financial records).
16	N/A (AUTOMATIC)	CAV AF	N/A	EZ#2	Sends D035A DRA receipt acknowledgement.	D035A suspends DRA on a controlled exception.
17	D035A OPR	D035A	CEX	EZ#2	Deletes controlled exception using the PF9 key.	Audit trail maintained with DRA being posted to Suspended Actions History.
18	H075C OPR	H075C	Doc ID: FD2 (billing transaction ID) For those assets in a **"buy position"** at time of return should generate a GFM Credit to the Contract.	EZ# 1	Will validate for potential GFM turn-in credit based on D035A/RECB transaction and notify the CDM Office (original sender) of the original electronic spreadsheet provided in Step 8.	GFM credit turn-in process is only completed once all NSN credits have been received in H075C, based on the electronic GFM listing. **NOTE: If credit is given this will clear in-transit to supply G072D L67/68 CML Col L. Otherwise, this will be expensed during cost accounting closure actions.**

EXAMPLE 1: Batch Requisitioning Reparable and Consumable GFM incident to CDMAG Credit Turn-in Procedures

These procedures are to be used to record requisitions in CAV AF when reparable or consumable Government Furnished Material (GFM) is processed for Credit Turn-in.

In lieu of creating requisitions directly in CAV via Web entry by either the contractor or respective ALC CDM office, an 80 record position ".txt" file containing modified MILSTIP images will be emailed to HQ AFMC CAV AF office. These requisitions will then be batch-loaded into CAV AF. This process obviates the requirement to provide same day notification to HQ AFMC CAV AF office and for these requisitions to be intercepted before CAV AF transmits them to the supply system source of supply.

Located in Attachment 2 is a sample file that shows the required file layout. It may also be used as a template. The layout format is as follows:

Record Position	**Data Element**
1-3	DocId - enter 'ABA'
4-6	RIC - enter 'XFR' (identifies transaction as a CDMAG xfer)
7	Media and status code - enter '0'
8-11	FSC - enter FSC (preferred) or leave blank

12-20 NIIN
21-22 MMAC- enter or leave blank
23-24 Unit of issue
25-29 Quantity
30-43 Document Nr - 'EZ' DoDAAC / current Julian date / ‘T' first position of serial number (‘T’ identifies pseudo rqn as a CDMAG xfer)
44 Demand Code - enter 'R'
45-50 Supplementary address - leave blank
51 Signal code - enter 'C'
52-53 Fund code - enter assigned ALC fund code (GD, HD, LD, 6C) or leave blank
54-56 Distribution code - enter 'C99'
57-59 Project code - leave blank
60-72 Enter Contract Number
72-76 Enter Order Number
77-80 Blank

EXAMPLE 2: Sample Batch Load Format

Sample format to batch load GFM requisitions in CAV AF for the Credit Turn-in Process:

```
      1       2       3       4       5       6       7       8
12345678901234567890123456789012345678901234567890123456789012345678
90
ABAXFR02835000077955 EA00005EZ38398088T001R    C C99  FA850404D00010020
ABAXFR02835000077956 EA00002EZ38398088T002R    C C99  FA850404D00010020
ABAXFR0              EZ      T  R    C C99
ABAXFR0              EZ      T  R    C C99
ABAXFR0              EZ      T  R    C C99
ABAXFR0              EZ      T  R    C C99
ABAXFR0              EZ      T  R    C C99
ABAXFR0              EZ      T  R    C C99
ABAXFR0              EZ      T  R    C C99
ABAXFR0              EZ      T  R    C C99
ABAXFR0              EZ      T  R    C C99
```

Record Position
1-3 DocId - enter 'ABA'
4-6 SOS RIC - enter 'XFR' (identifies transaction as a CDMAG xfer)
7 Media and status code - enter '0'
8-11 FSC - enter FSC (preferred) or leave blank
12-20 NIIN
21-22 MMAC- enter or leave blank
23-24 Unit of issue
25-29 Quantity
30-43 Document Nr - 'EZ' DoDAAC/julian date/'Tnnn' (‘T’ identifies pseudo rqn as a CDMAG xfer)

44	Demand Code - enter 'R'
45-50	Supplementary address - leave blank
51	Signal code - enter 'C'
52-53	Fund code - enter assigned ALC fund code (GD, HD, LD, 6C) or leave blank
54-56	Dist code - enter 'C99'
57-59	Project code - leave blank
60-72	Enter Contract Number
72-76	Enter Order Number
77-80	Blank

Attachment 12

FY09 CDM GFM WAIVER REQUEST

IAW Contract Depot Maintenance AFMCI 21-113 and 21-149, Chapter 3, GFM authorized in support of repair contracts is limited to Air Force Source of Supply (SOS)-managed items. Deviation from policy requires a GFM waiver be submitted from respective (638, 748 or 848) Supply Chain Management Group or Aircraft Sustainment Wing. A GFM waiver request submitted for HQ AFMC/A4D (or designated level) authorization/approval will only represent a single fiscal year. Waivers must be submitted digitally by fiscal year along with all supporting documentation and pertinent information listed below in order for HQ AFMC/A4D to properly assess the requirement.

Submission of a waiver for authorization does not indicate nor automatically provide approval. Local ALC respective GLSC Contract Repair office will coordinate on the request with HQ AFMC/A4D and notify the PMS when request is approved or disapproved. All waiver requests must contain the following information prior to being submitted for approval. Noncompliance or delinquency in providing information will delay processing of waiver.

Identify warfighter program being impacted and describe how the requirement will impact the program sustainment.

If waiver is for an existing contract, provide the contract number and delivery order(s) or modification (if known), as well as the funding year it is supporting.

Provide justification for the requirement and list identified items by NSN, Noun, Part Number (PN), expandability recoverability reparability category (ERRC), Source of Supply (SOS), quantity, unit of issue (U/I), unit price, extended dollar value for each item and total dollar value the waiver supports for non-Air Force managed items requested as GFM.

Provide contractual transition plan for conversion from GFM to CFM of waiver requested items with estimated completion date. Policy requires all non Air Force managed items be considered CFM, IAW AFMCI 21-113, para 3.2.2.4.

Include respective organization information in coordination blocks at the bottom of the Waiver Request associated with electronic signatures for PMS and SCM.

(Asking Org, PMS): _____Date: _____

(SCMG / ASW level): _____Date: _____

HQ AFMC/A4D: _____ Date: _____

Page ____ of _____